



Boone County, Kentucky
Request for Proposal # RECOVERKY2021

Consultation Services for Community Development Block Grant Program

ACCEPTANCE DATE: August 10, 2021 at 2:00pm “local time”

ACCEPTANCE
PLACE:

Boone County Fiscal Court
2950 Washington Street
PO Box 960
C/O Finance Department
2nd Floor Administration Building
Burlington, Kentucky 41005

Requests for information related to this Invitation should be directed to:

Matthew Webster
E-mail address: mwebster@boonecountyky.org

Issue Date: July 22, 2021

IF YOU NEED ANY REASONABLE ACCOMMODATION FOR ANY TYPE OF
DISABILITY IN ORDER TO PARTICIPATE IN THIS PROCUREMENT, PLEASE
CONTACT OUR OFFICE AS SOON AS POSSIBLE.

KENTUCKY PREFERENCE LAW

The scoring of bids/proposals is subject to Reciprocal preference for Kentucky resident bidders and Preferences for a Qualified Bidder or the Department of Corrections, Division of Prison Industries. *Vendors not claiming resident bidder or qualified bidder status need not submit the corresponding affidavits.

SPECIFICATIONS

1. INTRODUCTION

The Boone County Fiscal Court is requesting proposals from qualified consultants for CDBG funding application preparation, environmental assessment and project management services.

Section 3 lists the minimum qualifications for the consultant to be selected for this assignment. These minimum qualifications have been established to assure the County secures a consultant with adequate experience to promote funding and completion of its proposed CDBG project.

Section 4 is the Scope of Services for the activities the proposal must address.

Section 10 is a rating system which will be utilized for selection of the consultant. This rating system will be employed in determining which proposal best meets the needs of the County, as outlined in this Request for Proposal.

All proposed fees should be quoted on a lump sum/fixed fee basis including all clerical, travel and printing costs. There is no required format for proposals. However, the format and contents of the proposal should provide documentation and address the minimum qualifications and rating criteria herein.

2. NOTICE

The Boone County Fiscal Court is requesting proposals from qualified consultants for funding application preparation, environmental assessment and project management services for projects to be assisted with Community Development Block Grant funds from the Kentucky Department for Local Government. This assignment will include provision of these services for the Recovery Kentucky Center project as well as for other projects for which CDBG funds may be requested and received.

Sealed Proposals must be submitted to: Finance Office, Boone County Administration Building, 2950 Washington Street, Burlington, Kentucky 41005. The deadline for submission of proposals is 2:00 pm "Local Time", August 10, 2021. One original and two (2) copies are required. Sealed envelope must read: "**Sealed Proposal: Consultation Services for Community Development Block Grant Program RECOVERKY2021.**"

Any qualified firm or individual interested in offering these services may obtain a copy of the Request for Proposals information by calling Matthew Webster, Assistant County Administrator, at 859-334-3509. The hearing and/or speech-impaired may call 1-800-648-6057 and an interpreter will call the County for you.

The offeror's attention is called to the requirements as to conditions of employment under this Request for Proposals, including Section 3 of the 1968 Housing Act, Segregated Facilities, Section 109 of the 1974 Housing and Community Development Act, Executive Order 11246 and Title VI.

The Boone County Fiscal Court reserves the right to reject any and all proposals received and to waive formalities. The Boone County Fiscal Court is an Equal Opportunity Employer. WBE/MBE firms are encouraged to respond to this Request for Proposals.

3. CONSULTANT MINIMUM QUALIFICATIONS

A. Individual assigned to prepare the CDBG application documents must have previously prepared no less than ten (10) successful CDBG applications.

B. The Individual to serve as Project Administrator must have been extensively involved in the management and closeout of at least ten (10) CDBG projects and must be certified as a Grant Administrator by the Kentucky Department for Local Government.

C. Consultant must submit references from a minimum of five (5) prior clients for whom CDBG grant application preparation, environmental assessment and project management services have been provided.

4. SCOPE OF SERVICES

The following activities represent the major tasks involved in the preparation of a Community Development Block Grant (CDBG) application. The selected consultant shall be responsible for completion of all documents and provision of all information requested in the standard CDBG application documents provided by the Kentucky Department for Local Government.

Such work shall include, but is not limited to:

- (1) Preparation of Project Profile and Overview forms.
- (2) Preparation of a program narrative statement including the following:
 - a) Description of the applicant's needs to be served;
 - b) Description of activities to be carried out and an estimate of the cost;

- c) Description of impact the activity will have on the identified problem;
 - d) Statement of the percent of requested funds to benefit low and moderate income persons; and
 - e) Other information requested by the Department for Local Government (DLG).
- (3) Preparation of maps which identify the location of proposed activities and their relation to locations of other community facilities.
 - (4) Preparation of a resolution authorizing submission of the application documents to DLG.
 - (5) Arranging and attending public hearings related to the proposed project.
 - (6) Preparation and distribution of pre- application package to the Kentucky State Clearinghouse.
 - (7) Completion of household income survey of project beneficiaries if required.
 - (8) Completion of other appropriate and necessary tasks including preparation of applications for non-CDBG funding sources related to the preparation of a complete application package will be performed at the request of the applicant.

If funding is successfully obtained, the selected consultant may be required to complete any or all of the following functions:

Preparation of an ENVIRONMENTAL REVIEW RECORD to include the following:

- Description of existing environmental conditions in the project area;
- Identification and examination of potential project environmental impact;
- Examination of project modifications and/or alternatives;
- Determine and document the level of environmental clearance finding;
- Prepare appropriate and necessary legal notices and publish as required;
- Completion of other activities required to obtain a release of funds from DLG.

The consultant shall not be required to complete and Environmental Impact Statement without additional compensation for such work.

These following MANAGEMENT AND PROJECT COORDINATION activities will be required of the consultant:

- (1) Assist the County in meeting equal opportunity, citizen participation, and fair housing requirements for participation in the CDBG program, including preparation of any required Section 3, Affirmative Action and 504 Plans.

- (2) Assist the County in meeting financial, administration, and bookkeeping requirements of the program, including preparation and submission of requests for payment.
- (3) Assist the County in meeting record keeping requirements of the program, including the establishment and maintenance of a filing system in compliance with Federal, state and local requirements.
- (4) Assist the County in contract administration and monitoring requirements of the program, including enforcement of labor standards and conducting preconstruction conferences as required.
- (5) Furnish the County with forms required for implementation of all project activities.
- (6) Conduct public hearings and prepare project close-out reports required by DLG.
- (7) Furnish staff training necessary to carry out project activities.
- (8) Assist the County in meeting all requirements related to handicapped accessibility.
- (9) Assist the County in the management and closeout of any non-CDBG funding sources.
- (10) Prepare reports required by the state to complete the program.
- (11) Furnish staff necessary to carry out project management activities, including acquisition, relocation, housing rehabilitation and demolition, if required.

5. PROPOSAL SPECIFICATIONS/ MANDATORY COMPONENTS FOR SUBMISSION

At minimum, the proposal shall provide the following elements in support of the proposal:

- A. Executive Summary;
- B. A narrative describing the business history and experience of the company;
- C. A description of the offeror's ability to meet the desired outcomes/deliverables of the proposal including a list of such awards secured by offeror, as well as, ability to meet all minimum qualifications required in this proposal;
- D. List of successful applications including a minimum of ten (10) projects;
- E. Inclusion of supporting materials related to the ability to deliver a quality service and meaningful product and ability to meet all elements required in the scope of services section of this proposal;
- F. Cost for proposed services
- G. Attachments:
 - a) Brief biographies of all who will work on project
 - b) Professional references – minimum of 5

6. COMPENSATION

The County requests a lump sum quote for the services identified in this request subject to any conditions and exceptions agreed to by the parties. The bid may also include an hourly rate for additional services beyond the scope identified in this request which shall be optional and at the discretion of the county.

7. INTELLECTUAL PROPERTY/ DATA

Vendor will agree that all current information in the possession of or provided by Boone County including access to systems, specifications, images, data and media is and will remain property of the Boone County Fiscal Court and vendor will agree to maintain confidentiality of all such information.

8. EXPERIENCE AND QUALIFICATIONS

Expertise of the firm shall be demonstrated by proof of past contract successes/qualifications in providing similar services as described this RFP. The proposals will be evaluated on knowledge, experience and success of these similar services.

If applicable, the firm should provide a list of potential conflicts of interests due to personal interests or work done for others.

Excellent oral and written communication skills are essential.

9. PROPOSAL SUBMISSION INFORMATION

Submission Date and Time:

August 10, 2021, 2:00 pm “local time”.

One (1) original & two (2) copies must be submitted to the Finance Office, Second Floor, Administration Building, 2950 Washington Street, Burlington, Kentucky 41005, by the above referenced submission date and time. Late, electronically submitted or facsimile proposals will not be accepted.

Questions regarding this Request for Proposals should be directed to Matthew Webster, Assistant County Administrator at mwebster@Boonecountyky.org.

Clearly mark the submittal with the title of this RFP and the name of the responding firm. Only those RFP responses received prior to or on the submission date and time will be considered.

10. PROJECT AWARD

Boone County reserves the right to evaluate all submitted proposals and to award the project to the submission deemed to be in the best interest of the county. A staff committee will be

assigned the task of reviewing, critiquing, scoring and recommending a preferred proposal. The ultimate responsibility for awarding this project shall rest with the Boone County Fiscal Court.

The staff committee, when evaluating each proposal, shall consider the following criteria:

(1) Consultant Experience in Obtaining CDBG Awards

A. Consultant demonstrates superior knowledge and experience in obtaining CDBG awards by having secured at least ten (10) such awards, including at least five (5) awards for CDBG Public Services or CDBG Community Facilities project. **25 POINTS**

B. Consultant demonstrates acceptable knowledge and experience. Acceptable knowledge is demonstrated by having secured at least five (5) CDBG awards, with at least two (2) projects having received CDBG Public Services or CDBG Community Facilities funding. **10 POINTS**

C. Consultant has secured fewer than five (5) CDBG awards and/or fewer than two (2) CDBG awards for Public Services and/or Community Facilities projects. **0 POINTS**

(2) Consultant Knowledge and Experience in Management of Public Services and/or Community Facilities Projects

A. Consultant demonstrates superior knowledge and project management experience having served as Project Administrator on at least five (5) CDBG-funded Public Services and/or CDBG Community Facilities projects. **25 POINTS**

B. Consultant demonstrates acceptable knowledge and experience, having managed at least two (2) such projects. **10 POINTS**

C. Consultant has limited experience and knowledge, having managed fewer than two (2) such projects. **5 POINTS**

(3) Cost

A. Consultant's fees are the lowest proposed, are within 25% of the lowest submitted, or are deemed reasonable due to consultant's experience. **25 POINTS**

B. Consultant's fees are excessive relative to other offerors. **0 POINTS**

TIE BREAKER

Rate the overall quality of the proposal on a scale of one (1) to twenty-five (25), with twenty-five (25) being the highest possible score.

Terms and Signature Sheet

In compliance with this Proposal and subject to all conditions thereof, the undersigned offers and agrees to furnish any or all items and/or services upon which prices are quoted, at the price quoted as specified.

My signature certifies that the accompanying proposal is not the result of or affected by any act of collusion with another person or company engaged in the same line of business or commerce, or any act of fraud. I hereby certify that I am authorized to sign this proposal for the Proposer.

NAME OF PROPOSER: _____ DATE: _____

ADDRESS: _____

FEDERAL ID #: _____
(Attached W-9)

SIGNATURE: _____

OFFICIAL TITLE: _____

PHONE (____) _____ FAX (____) _____

KENTUCKY PREFERENCE LAWS

The scoring of bids/bids is subject to Reciprocal preference for Kentucky resident bidders and Preferences for a Qualified Bidder or the Department of Corrections, Division of Prison Industries. ***Vendors not claiming resident bidder or qualified bidder status need not submit the corresponding affidavit.**
Reciprocal preference for Kentucky resident bidders

KRS 45A.490 Definitions for KRS 45A.490 to 45A.494.

As used in KRS 45A.490 to 45A.494:

- (1) "Contract" means any agreement of a public agency, including grants and orders, for the purchase or disposal of supplies, services, construction, or any other item; and
- (2) "Public agency" has the same meaning as in KRS 61.805.

KRS 45A.492 Legislative declarations.

The General Assembly declares:

- (1) A public purpose of the Commonwealth is served by providing preference to Kentucky residents in contracts by public agencies; and
- (2) Providing preference to Kentucky residents equalizes the competition with other states that provide preference to their residents.

KRS 45A.494 Reciprocal preference to be given by public agencies to resident bidders -- List of states -- Administrative regulations.

- (1) Prior to a contract being awarded to the lowest responsible and responsive bidder on a contract by a public agency, a resident bidder of the Commonwealth shall be given a preference against a nonresident bidder registered in any state that gives or requires a preference to bidders from that state. The preference shall be equal to the preference given or required by the state of the nonresident bidder.
- (2) A resident bidder is an individual, partnership, association, corporation, or other business entity that, on the date the contract is first advertised or announced as available for bidding:
 - (a) Is authorized to transact business in the Commonwealth; and
 - (b) Has for one (1) year prior to and through the date of the advertisement, filed Kentucky corporate income taxes, made payments to the Kentucky unemployment insurance fund established in KRS 341.490, and maintained a Kentucky workers' compensation policy in effect.
- (3) A nonresident bidder is an individual, partnership, association, corporation, or other business entity that does not meet the requirements of subsection (2) of this section.
- (4) If a procurement determination results in a tie between a resident bidder and a nonresident bidder, preference shall be given to the resident bidder.
- (5) This section shall apply to all contracts funded or controlled in whole or in part by a public agency.
- (6) The Finance and Administration Cabinet shall maintain a list of states that give to or require a preference for their own resident bidders, including details of the preference given to such bidders, to be used by public agencies in determining resident bidder preferences. The cabinet shall also promulgate administrative regulations in accordance with KRS Chapter 13A establishing the procedure by which the preferences required by this section shall be given.
- (7) The preference for resident bidders shall not be given if the preference conflicts with federal law.
- (8) Any public agency soliciting or advertising for bids for contracts shall make KRS 45A.490 to 45A.494 part of the solicitation or advertisement for bids.

The reciprocal preference as described in KRS 45A.490-494 above shall be applied in accordance with 200 KAR 5:400.

Determining the residency of a bidder for purposes of applying a reciprocal preference

Any individual, partnership, association, corporation, or other business entity claiming resident bidder status shall submit along with its response the attached Required Affidavit for Bidders, Offerors, and Contractors Claiming Resident Bidder Status. The BIDDING AGENCY reserves the right to request documentation supporting a bidder's claim of resident bidder status. Failure to provide such documentation upon request shall result in disqualification of the bidder or contract termination.

A nonresident bidder shall submit, along with its response, its certificate of authority to transact business in the Commonwealth as filed with the Commonwealth of Kentucky, Secretary of State. The location of the principal office identified therein shall be deemed the state of residency for that bidder. If the bidder is not required by law to obtain said certificate, the state of residency for that bidder shall be deemed to be that which is identified in its mailing address as provided in its bid.

Preferences for a Qualified Bidder or the Department of Corrections, Division of Prison Industries.

Pursuant to 200 KAR 5:410, and KRS 45A.470, Kentucky Correctional Industries will receive a preference equal to twenty (20) percent of the maximum points awarded to a bidder in a solicitation. In addition, the following "qualified bidders" will receive a preference equal to fifteen (15) percent of the maximum points awarded to a bidder in a solicitation: Kentucky Industries for the Blind, any nonprofit corporation that furthers the purposes of KRS Chapter 163 and any qualified nonprofit agencies for individuals with severe disabilities as defined in KRS 45A.465(3). Other than Kentucky Industries for the Blind, a bidder claiming "qualified bidder" status shall submit along with its response to the solicitation a notarized affidavit which affirms that it meets the requirements to be considered a qualified bidder-affidavit form included. If requested, failure to provide documentation to a public agency proving qualified bidder status may result in disqualification of the bidder or contract termination.

**REQUIRED AFFIDAVIT FOR BIDDERS, OFFERORS AND CONTRACTORS CLAIMING
RESIDENT BIDDER STATUS**

FOR BIDS AND CONTRACTS IN GENERAL:

The bidder or offeror hereby swears and affirms under penalty of perjury that, in accordance with KRS 45A.494(2), the entity bidding is an individual, partnership, association, corporation, or other business entity that, on the date the contract is first advertised or announced as available for bidding:

Is authorized to transact business in the Commonwealth;
Has for one year prior to and through the date of advertisement
Filed Kentucky income taxes;
Made payments to the Kentucky unemployment insurance fund established in KRS 341.49; and
Maintained a Kentucky workers' compensation policy in effect.

The BIDDING AGENCY reserves the right to request documentation supporting a bidder's claim of resident bidder status. Failure to provide such documentation upon request shall result in disqualification of the bidder or contract termination.

Signature Printed Name

Title Date

Company Name _____

Address _____

Subscribed and sworn to before me by _____
(Affiant) (Title)

of _____ this ____ day of _____, 20__.
(Company Name)

Notary Public

[seal of notary]

My commission expires: _____

REQUIRED AFFIDAVIT FOR BIDDERS, OFFERORS AND CONTRACTORS CLAIMING QUALIFIED BIDDER STATUS

FOR BIDS AND CONTRACTS IN GENERAL:

I. The bidder or offeror swears and affirms under penalty of perjury that the entity bidding, and all subcontractors therein, meets the requirements to be considered a "qualified bidder" in accordance with [200 KAR 5:410\(3\)](#); and will continue to comply with such requirements for the duration of any contract awarded. Please identify below the particular "qualified bidder" status claimed by the bidding entity.

_____ A nonprofit corporation that furthers the purposes of KRS Chapter 163

_____ Per KRS 45A.465(3), a "Qualified nonprofit agency for individuals with severe disabilities" means an organization that:

- (a) Is organized and operated in the interest of individuals with severe disabilities; and
- (b) Complies with any applicable occupational health and safety law of the United States and the Commonwealth; and
- (c) In the manufacture or provision of products or services listed or purchased under KRS 45A.470, during the fiscal year employs individuals with severe disabilities for not less than seventy-five percent (75%) of the man hours of direct labor required for the manufacture or provision of the products or services; and
- (d) Is registered and in good standing as a nonprofit organization with the Secretary of State.

The BIDDING AGENCY reserves the right to request documentation supporting a bidder's claim of qualified bidder status. Failure to provide such documentation upon request may result in disqualification of the bidder or contract termination.

Signature Printed Name

Title Date

Company Name _____

Address _____

Subscribed and sworn to before me by _____
(Affiant) (Title)

of _____ this _____ day of _____, 20____.
(Company Name)

Notary Public

[seal of notary]

My commission expires: _____