

REQUEST FOR PROPOSALS

Program Management Services
Lake County Residential Sewer Later Line Installation Program
Lake County, Ohio
c/o: Lake County Planning and Community Development
105 Main Street
Painesville, Ohio 44077

Deadline for Submittals: September 29, 2023 4:00 PM

PUBLIC NOTICE

Notice is hereby given that the Lake County Planning and Community Development (LC P&CD) office for the Lake County Board of Commissioners is soliciting Requests for Proposals (RFPs) from organizations and individuals wishing to provide Project Management Services for the Lake County Residential Sewer Lateral Line Installation Program.

RFPs are being solicited for the Fiscal Year 2023 (FY-23) running October 1, 2023, through September 30, 2024. Contingent upon the availability of funds and satisfactory performance, contracts may be renewed for a second fiscal year of operation without the necessity of submitting another proposal.

Full specifications and instructions are available at <https://www.lakecountyohio.gov/planning-community-development/>, then click on "RFP Program Management Services Lake County Residential Sewer Lateral Line Installation Program." These materials may be also be obtained at the LC P&CD office, 105 Main Street, Painesville, Ohio 44077, Bldg. B, 4th Floor or by mail. Contact Rhea Benton at (440) 350-2740 or at rhea.benton@lakecountyohio.gov to arrange a pickup or mailing. Copies of proposal documents are not available by fax or electronic transmission. There will be no Bidders Conference for this procurement.

Submissions must be delivered to LC P&CD office, 105 Main Street, Painesville, Ohio 44077, Bldg. B, 4th Floor, and should be delivered in accordance with instructions in the RFP package. Questions may be directed to Rhea Benton, Assistant Director at rhea.benton@lakecountyohio.gov. The deadline for RFP Submissions is September 29, 2023 at 4:00 PM. Any proposals not received at the designated place by the designated time and date must be rejected. The Owner reserves the right to reject any and all proposals; to waive informalities in the RFP; to increase or decrease or omit any or all items; to award a contract or contracts to the lowest and/or best proposer; to waive or extend proposal deadlines; and/or to negotiate with all qualified sources if in the best interest of the parties.

Available via the internet at <https://www.lakecountyohio.gov/commissioners-office/>. Click on Public Notice.

Published: The News Herald: September 15, 2023

INTRODUCTION

Lake County is soliciting proposals for program management services to assist Lake County in the management and execution of the Lake County Residential Sewer Lateral Line Installation Program. This program will target low-to-moderate owner occupied homeowners with incomes at or below the area median income (AMI) that reside in Lake County, with the exception of City of Mentor and Waite Hill Village. While the program area is county-wide, the City of Kirtland Olde Town Area will be targeted. Approximately \$260,000 in program funding will be allocated in FY 2023, the desired goal if having 25 property sewer-lateral projects completed. Program funding source is Federal Community Development Block Grant (CDBG) funds.

The Owner reserves the right to reject any and all proposals; to waive informalities in the RFP; to increase or decrease or omit any or all items; to award a contract or contracts to the lowest and/or best proposer; to waive or extend proposal deadlines; and/or to negotiate with all qualified sources if in the best interest of the parties.

SUBMISSION DETAILS

One paper copy of the submission and one digital copy on a flash drive should be marked "Program Management Services for Lake County Residential Sewer Lateral Line Installation Program Response" and submitted either in person or via certified mail to the following address no later than 4:00 P.M. on September 29, 2023. Responses should be directed to:

Lake County Planning and Community Development
Rhea Benton, Assistant Director
105 Main Street
Painesville, Ohio 44077

Faxed or emailed submissions will not be accepted.

INQUIRIES

Questions or clarifications regarding this RFP and general questions regarding the Lake County Residential Sewer Lateral Line Installation Program should be directed to Rhea Benton, LC P&CD, rhea.benton@lakecountyohio.gov.

PROJECT DESCRIPTION

The Lake County Residential Sewer Lateral Line Installation Program ("Program"), created by Lake County Board of Commissioners, offers low-to-moderate income owner-occupied households forgivable loans for the installation work. The goal of the Program is to provide financial assistance for costs associated with the installation of

private residential sewer lateral lines from the foundation to the public water/sewer municipal main. When installations require, the proper removal and disposal of existing on-lot septic systems. Work will also include the restoration of disturbed ground to satisfactory conditions. Loans target low-to-moderate income households at or below 80% of the Area Median Income (AMI).

TARGET AREA

The Program will be implemented in the City of Kirtland for Phases 1 and 2 of the Kirtland Old Town Sanitary Sewer Project (“Target Area”).



This newly constructed sewer system is a public system owned by Lake County and operated by the Lake County Department of Utilities (LCDU). Phase 1 completion date is July 11, 2023 and LCDU will begin issuing connection permits around September 2023. The sewer system consists of approximately 8,290 feet of sanitary sewer pipe, and provides sanitary sewer service to 132 parcels.

The private sewer service lateral connection installation work, as a part of this Program, will be triggered and subsequently scheduled based on formal requests to Lake County by homeowners to connect to the sewer system. Therefore, the total length of private

sewer service lateral pipe to be installed and the total number of private septic tanks to be abandoned as part of this Program are unknown at this time. The amount of Low/Mod Income households is unknown.

SCOPE OF SERVICES

The firm selected through this RFP as the Program Manager will be responsible for the marketing, applicant screening, contractor procurement, loan administration and reporting for the program, including but not limited to ensuring compliance with the following:

Applicant Eligibility: Applicant must reside in Lake County (excluding City of Mentor and Waite Hill Village) and hold title to the property to be assisted; and applicant's household income must be at or below 80% AMI.

Eligible Properties: Single-family, mobile homes and multi-family homes (with some exceptions).

Eligible Work: All work scope items must adhere to all applicable state and local laws, codes, zoning and any other requirements relating to construction, rehabilitation and housing safety, quality, and habitability.

Marketing and Outreach: The selected Program Manager is to coordinate and oversee the program marketing and outreach efforts, particularly in the Target Area, to homeowners through methods that may include direct mailings and establishment of an online program website.

- Provide prompt response to program inquiries and calls;
- Locate, screen, and recommend for approval new project loan applicants.

Review and Approval: Applicants for final loan approval are submitted to the County program contact.

Environmental Review: All properties assisted under this RFP will be subject to an Environmental Review by the County prior to work commencing. The Program Manager will be required to submit the project site address, parcel identification number, year the unit was built, and scope of work to the county, which will conduct the environmental review in compliance with 24 CFR Part 58.

Construction: Generation of work write-ups and technical specifications, if applicable. Procurement of contractors and coordination of construction work. Construction paid with CDBG funds will be required to conform to the Code of Federal Regulations, sections 24 CFR 570.603 (labor standards) and 24 CFR

135.32 (Section 3), and any other federal or state requirements which are associated with the funding.

Property Standards: All projects funded with the Program funds must meet local zoning ordinances and building codes. Plans should be of good design that will improve the quality of life for residents.

Lead-Based Paint: As the program will focus on lateral connections and septic removal/disposal, lead-related testing will not likely be required. However, in the event that paint will be disturbed on the property, the HUD lead-based paint rules (24 CFR Part 35 and 24 CFR Section 570.608) will apply.

Reporting: For each Program loan funded the Program Manager will be expected to collect and report information about the uses of funds annually or semi-annually, including the following reports:

- HUD form 2515 Contract and Subcontract Activity
- State Historic Preservation Office Annual Report for Exempt Activities
- Performance Report (beneficiary data: income level, race/ethnicity)
- Other data needed to support HUD reporting requirements and performance measures, and information required to document eligibility

Detailed requirements including applicant eligibility, application priority and selection, property eligibility, funding amounts, deferred loans, contracting documents, and other program requirements may be found on the Lake County Planning and Community Development website, <https://www.lakecountyohio.gov/planning-community-development/>. Lake County will apply the existing Policies, Procedures and Application Manual that is in place for the Lake County Housing Rehabilitation Program to the Residential Sewer Lateral Line Installation Program.

INSTRUCTIONS TO RESPONDENTS

All respondents are required to provide the following information as part of their submission. Please provide brief, succinct responses limited to ten (10) pages:

Firm Profile/Organizational Capacity: This includes the Respondent's purpose and mission; related housing experience contracting with municipal agencies or large institutions; and whether the Respondent has successfully completed similar projects or is partnering with other organizations that have successfully completed similar projects. Describe the Respondent's anticipated availability during the term of the project. Have any persons employed by your agency been debarred by HUD or are otherwise restricted from entering into contracts with any federal agency?

Contractor Capacity: Provide information on efforts to maintain contractor lists. Does your organization currently have a pool of contractors necessary to complete the work?

Organizational Viability: Provide most current unaudited financial statements and last three years of audited financial statements, and any other information that establishes the financial capacity of the Respondent to undertake and complete the proposed project.

Authorizing Governing Board Resolution: Provide a Board Resolution authorizing signatory do business for the entity, and to seek a commitment of Lake County Community Development Block Grant (CDBG) funds under this program.

Articles of Incorporation and Bylaws: Attach a copy of the Respondents Articles of Incorporation and Bylaws.

Team Composition: A Complete listing of key personnel who will be assigned to the project. This should include their relevant experience, qualifications for this project, role and responsibilities, in addition to their availability for this project.

References: A minimum of three (3) project references from prior projects and/or programs of similar size and scope.

Schedule of fees: Attach proposed fee structure.

Project Feasibility: This includes the viability and feasibility of the proposed housing activity in the local market based on available data; the nature of the proposed site.

- Describe the anticipated program work to be performed and method of approach.
- Describe the methods you will utilize to ensure cost effectiveness of your projects.
- Provide a projection of how many units will be completed and the timeframe for completion. Identify key tasks and completion dates or time frames for completed that identify how your project/program processes are ready to proceed.
- Describe the marketing and outreach strategy to reach your target program participants, including compliance with all fair housing and non-discrimination requirements.

WORKING AGREEMENT

The successful agency will enter into a contract for services with Lake County for a one-year period with the provision for a 30-day cancellation clause and option for a one-year extension upon mutual consent. The grant program year is October 1st – September 30th.

EVALUATION CRITERIA

Proposals will be evaluated to determine the best value offered to the County based on the following criteria:

- Experience and qualifications of the organization, and the experience and qualification of staff to be assigned to the project/program; including the ability to maintain working relationships with County staff and homeowners ○ 20 points
- Strength and financial stability of the agency ○ 15 points
- Availability ○ 15 points
- Reputation of agency or individual consultant ○ 15 points
- Experience working with federal funding sources ○ 20 points
- Schedule of fees ○ 15 points

SCHEDULE

- RFPs due September 29, 2023
- Interviews/Proposal Presentation (if required) October 4, 2023
- Organization Selection/County Approval October 12, 2023