

PUBLIC NOTICE OF REQUEST FOR QUALIFICATIONS AND PROPOSAL

Urbana, Ohio intends to apply for an FY 2013 Community Housing Improvement Program (CHIP) Grant from the Ohio Development Services Agency. The City is interested in acquiring the services of a consulting firm, individual, or organization to apply for and administer the program. Procedures for selection of an individual/firm will be in accordance with procurement requirements of the Ohio Development Services Agency – OCD and provisions of the Ohio Revised Code. All responses will be evaluated in terms of experience, quality of work, capacity to perform and cost reasonableness. Urbana is interested in firms with CDBG and HOME experience in administration and housing implementation, housing inspection, client case processing, small purchase procurement, professional services procurement and construction contractor procurement, experience conducting environmental reviews; fair housing/equal opportunity requirements; financial management, acquisitions; contracts management; audits, etc. The evaluation will be assessed in terms of qualifications, experience, program knowledge, staff, references, and other factors. Urbana will select the respondent obtaining the highest total score in the evaluation process.

Interested parties are invited to secure a Request for Qualifications and Proposal package by contacting Mr. Doug Crabill, Assistant to the Director of Administration, 205 South Main Street, Urbana, OH 43078 at (937) 652-4305 or obtain it at <http://www.urbanaohio.com/bids.html>.

All proposals must be received by February 26, 2013 in order to be considered. The City of Urbana is an Equal Opportunity Employer.

Publication Date: Tuesday, February 12, 2013
Urbana Daily Citizen (Legal Ad)