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**TO:** CHIP Consultant

**FROM:** City of Urbana, Ohio  
Doug Crabill, Assistant to the Director of Administration  
205 S. Main Street  
Urbana, Ohio 43078  
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## **RE: REQUEST FOR QUALIFICATIONS AND PROPOSAL**

The City of Urbana intends to submit an FY 2013 Community Housing Improvement Program (CHIP) application to the Ohio Development Services Agency. The City is requesting Statements of Qualifications and Proposals from qualified consulting firms or individuals for the purpose of providing professional administrative and implementation services.

The required Scope of Services will be as follows:

### **FY 2013 CHIP PROGRAM**

**1) CHIP Application**

The Consultant shall follow OCD procedures for Housing Advisory Committee Meetings and shall prepare the CHIP application and submit it to the Ohio Development Services Agency by the April 5, 2013 deadline.

**2) Public Hearings**

The Consultant shall attend/conduct any required public hearings, as requested by the City, including other required citizen participation meetings.

**3) Grant Administrator**

The Consultant shall be the City's designated grant administrator, and shall start providing the following services immediately upon submittal of the application:

- a) **Representative** – The Consultant shall be the City's designated agent in all dealings with the Ohio Development Services Agency staff. This shall include representing the City in all aspects of the CHIP program application, monitoring,

performance reports, OCD workshops, closeouts, audits and similar activities. The Consultant shall work directly for the City and shall report to the Assistant to the Director of Administration as often as needed and/or as requested by the City in order to keep the City informed and involved in all activities during the course of the application phase, and during the course of the project, if funded.

- b) **Documents** – The Consultant shall be responsible for assisting in preparation and review of all Grant documents which require or should involve City approval prior to submittal to the OCD or release to the public or news media.
- c) **Citizen Participation** – The Consultant shall be responsible for carrying out Citizen Participation activities with assistance from other local officials and citizens as appropriate.
- d) **Records** – The Consultant shall be responsible for the establishment of a record keeping system for all aspects of these programs in accordance with rules and regulations. The Consultant shall assist and supervise any other persons, firms, agencies, etc., involved in the program in establishing record keeping systems appropriate with their grant duties.
- e) **Bookkeeping** – The Consultant, with local staff assistance as needed, will be responsible for establishing and overseeing a bookkeeping and financial management system as needed to meet all rules and regulations of these programs.
- f) **Environmental Review** – The Consultant shall perform all required Environmental Review procedures, compile the Environmental Review Record and obtain the release of funds.
- g) **Fair Housing and Equal Opportunity** – The Consultant shall be responsible for assisting the City in meeting its fair housing and equal opportunity assurance as it pertains to the grant programs.

#### 4) **Other Rules and Regulations**

The Consultant shall be the City's staff person in seeing that other City obligations under the Grant programs are met. These will include, but not be limited to: Federal Procurement Regulations, Property Management, Acquisition of Local Property, Relocation, Bonding and Insurance, Historic Preservation, Flood Insurance, Clean Air Act, Water Pollution Control Act, Hatch Act, Federal Prevailing Wage Requirements and other HUD, State, or Federal regulations as pertain to the administration of these grants.

#### 5) **Local Staff Persons For CHIP Grant**

The Consultant will provide a trained Housing Inspector, Case Processor, and any other necessary staff as a part of the Consultant's services upon authorization or request by the City, or will indicate how these services can be achieved using an alternative method.

## **Request for Statement of Qualifications**

If you are interested in performing the work as specified above for the City, please submit:

1. A description of the firm, including number of years in existence and number of years the firm has actively been providing community development and planning services to clients; and,
2. A list of clients with appropriate contact persons; and,
3. A description of your firm's experience in providing CDBG and HOME assistance to communities (and particularly experience in administering Community Housing Improvement Programs); and,
4. Resumes of the principals of the firm and those persons who would be performing the specified services; and,
5. Experience in Urbana and/or similar communities; and,
6. A cost proposal for the services to be provided broken down by services to be provided. Example: Provide fee for General Direct Program Administration as well as a "per unit" cost or range for "soft costs" which include housing inspection, client intake, etc. Once a consultant is selected and CHIP activities identified, a contract will be negotiated based on the proposed costs identified for each activity.

Please return Statements of Qualifications and Proposal and other items requested to the City of Urbana, 205 S. Main Street, Urbana, Ohio 43078, Attn: Doug Crabill. All responses shall be received by the City of Urbana no later than COB (5:00PM) on Tuesday, February 26, 2013. No emailed or faxed proposals shall be accepted.