



**FLORENCE COUNTY**  
**Economic Development Commission**  
**Helping Business Grow**  
Wendy Gehlhoff – Director  
P.O. Box 410, Florence, WI 54121

**Request for Proposals (RFP – Competitive [24 CFR 85.36(d)(3))]**  
**CDBG CLOSE PF Grant Administration Services**

Florence County has been awarded a \$58,347 CDBG CLOSE PF grant to replace current doors with ADA accessible doors on 3 county owned buildings. The signed grant agreement is attached.

This RFP is being distributed by email to regional consulting firms (including several MBE/WBE and Section 3 firms) in order to determine the best firm to complete the Grant Administration paperwork and reporting in conjunction with the implementation of the CDBG CLOSE PF program. It will also be posted on the county government website. The deadline to submit an electronic proposal is September 7, 2021 by 1:00 p.m. CST.

**Scope of Services**

Florence County will hire a consulting firm (Consultant) to provide Grant Administration Services for this project in accordance with the Department of Administration's guidelines. The County will provide administrative support and review, and will approve expenditures prior to the Consultant sending pay requests to DOA/DEHCR.

The Consultant will perform the following grant administrative functions: prepare bid package, advertisement for bids, request Affidavits of Publication, provide bid tabulation summary, the Notice of Contractor Award, secure and provide the wage decision, verify contract documents for CDBG compliance, verify contractor submittals, conduct a preconstruction meeting if needed as it relates to CDBG items. In addition, the Consultant will be required to perform construction related compliance monitoring and compliance enforcement. The Consultant is encouraged to attend the September 2021 CDBG Implementation training or listen to the recording of the training for the most up to date rules. All administration must be in conformance with the most current CDBG Implementation Handbook (September 2021 Revisions) with most recent forms on right side of this DOA link: <https://doa.wi.gov/Pages/LocalGovtsGrants/CDBGImplementationHandbook.aspx>.

General administrative tasks will include: create bid package, advertisement for bids, record keeping, create bid contract documents, payroll compliance, financial management with County, Equal Opportunity compliance, Labor Standards compliance, liaison with Department of Administration, CDBG reporting/monitoring with County and project completion reporting with County. The Environmental Review was completed by Florence County Economic Development Director and is not part of the scope. The target completion date for this project is December 30, 2021.

**RFP Evaluation**

The County will take into consideration experience, qualifications, references and cost to determine which firm will perform the duties in the best interest of the County. Proposals will be scored as follows:

- 1) Qualifications and Experience of Assigned Personnel: 40 points
- 2) References: 30 points
- 3) Firm's Overall Experience: 20 points
- 4) Cost: 10 points



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**Qualifications and Experience of Assigned Personnel** – Describe relevant qualifications and experience of all personnel who will be working on the project. List examples of ADA project administration and oversight.

**References** – Provide three references of past Grant Administration for CDBG projects in different communities. Include year, contact name, phone number, email, type of CDBG and grant amount.

**Firm's Experience** – Please include the firm's name, brief history of the firm, size, office location and business address. Provide the name, email address and telephone number of the primary contact and/or project manager for the project. Indicate the firm's experience and qualifications of providing Grant Administration Services for CDBG PF funding with particular emphasis on any recent CDBG CLOSE PF project work. Indicate the firm's ability to provide personnel to this project in relation to the firm's current workload. It is anticipated that construction will occur sometime between October and December of 2021.

**Cost** – Provide the hourly rates and estimated number of hours for each of the personnel to be assigned to this project. Please list a final "Not-to-exceed Cost".

The County will award the contract to the most responsive and responsible Consultant after price and other factors are considered using the scoring system described above. The County encourages Minority Business Enterprises (MBE), Women Business Enterprises (WBE) and Section 3 firms to apply. The County reserves the right to waive any informalities or reject any or all proposals and to award the contract to the Consultant, who in the judgement of the County, will be most advantageous to the interests of the Community and CDBG program.

### **Submission of Proposals**

Please submit proposals electronically to Wendy Gehlhoff, Director of Florence County Economic Development at [wgehlhoff@co.florence.wi.us](mailto:wgehlhoff@co.florence.wi.us) by 1 p.m. (CST) on Tuesday, September 7, 2021. Please submit the following attached forms, completed and signed as required, with your proposal:

- 1) Conflict of Interest Disclosure Form
- 2) Conflict of Interest Clause
- 3) Lobbying Certification Form
- 4) Disclosure of Lobbying Form (if applicable)

The Forestry & Parks Committee will review and score the proposals at their 4pm meeting on September 8, 2021. The firm awarded the contract will be contacted on September 9 to initiate a formal agreement for services that will be reviewed and approved at the September 21, 2021 County Board meeting.

### **Contact Person**

Direct questions about this RFP to Wendy Gehlhoff, [wgehlhoff@co.florence.wi.us](mailto:wgehlhoff@co.florence.wi.us) or 715-528-3294.



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**Applicable Law**

The following regulations should be taken into account per Chapter 3 and 7 of the CDBG Implementation Handbook: [https://doa.wi.gov/DECHR/2020%20Ch%203%20Procurement-Contracting\\_FINAL.pdf](https://doa.wi.gov/DECHR/2020%20Ch%203%20Procurement-Contracting_FINAL.pdf)  
[https://doa.wi.gov/DECHR/2020%20Ch%207%20Labor%20Standards\\_FINAL.pdf](https://doa.wi.gov/DECHR/2020%20Ch%207%20Labor%20Standards_FINAL.pdf)

Title VI of the Civil Rights Act of 1964 (P.L. 88-352), which provides that no person shall be excluded from participation, denied the benefits, or subjected to discrimination on the basis of race, color, or national origin under any program or activity receiving federal financial assistance.

Section 109 of Housing and Urban Development Act of 1974, as amended, which provides that no person shall be excluded from participation (including employment), denied benefits or subjected to discrimination on the basis of race, color, national origin or sex, age or handicap under any program or activity, funded in whole or in part under Title I (Community Development) of the Act.

Section 3 of the Housing and Urban Development Act of 1968. The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low-and very low-income persons, particularly persons who are recipients of HUD assistance for housing. <https://doa.wi.gov/DECHR/Attach06-B%20Section%203%20Contract%20Clause.pdf>

**Attachments:**

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