

September 8, 2020

REQUEST FOR PROPOSALS – Administration of CDBG – CLOSE and CDBG Public Facilities Grant

Green County has received a Community Development Block Grant- Public Facilities in the amount of \$1,000,000 and a Community Development Block Grant CLOSE in the amount of \$1,300,000 for certain improvements to the Pleasant View Nursing Home facility. Green County is soliciting proposals to provide the necessary administration of the grants and to assist the County with the selection of an architect utilizing the Request for Qualification method of procurement.

Administrative details are found in the CDBG Implementation Handbook on-line. These services include, but are not limited to:

- Environmental compliance
- Assist County with the RFQ process in the selection of an architect.
- Fair Housing, Citizen Participation and equal opportunity requirements.
- Financial draws and recordkeeping.
- Required reports to the Wisconsin Department of Administration
- Compliance with bidding and federal wage requirements.
- Grant closeout.

The County is requesting a 'Fixed Fee' proposal.

Contract to be awarded on or about September 25, 2020 with work to begin immediately and anticipated completion date of project to be July 2022.

The County will evaluate proposals on the following criteria, assigning points 1-3 with 3 being the highest.

- Describe your expertise and experience with CDBG projects, identifying specific personnel who will be providing the requested services.
- Describe your past performance on contract with governmental units – quality of work, timeliness and cost control.
- Your firms capacity to perform work within the identified time limitations, taking into account your firms planned workload.
- Familiarity of your firm with the type of issues applicable to this project.

Interested parties are asked to submit a proposal for program administration addressing the above criteria and proposed fees. Proposals are to be submitted to Green County – Pleasant View Nursing Home at the above address and are to be received no later than 1:00 PM, Friday, September 18, 2020.

Terry Snow – Administrator, Pleasant View Nursing Home