

TOWN OF CORTLANDVILLE  
REQUEST FOR PROPOSALS

CDBG PROGRAM DELIVERY  
AND ADMINISTRATIVE SERVICES

1. Request: The Town of Cortlandville, located in Cortland County, is seeking proposals from qualified consultants or consulting firms to provide program delivery and administrative services in conjunction with the Town's \$336,000 New York State Community Development Block Grant (NYS CDBG) Housing Rehabilitation award, CDBG Project #287HR323-19. **M/WBE firms and Section Businesses are strongly encouraged to respond.** The relevant information is set forth below.

2. Description of Grant: The New York State Community Development Block Grant (CDBG) program provides financial assistance to eligible cities, towns and villages in order to develop viable communities by providing decent, affordable housing and suitable living environments, as well as expanding economic opportunities, principally for persons of low and moderate income. With \$336,000 in NYS CDBG funds, the Town will provide assistance to 10 low and moderate income households in the form of a 100% deferred payment loan. Structured as a non-interest bearing, 5-year diminishing lien, the loan will only need to be repaid if the house is sold within 5 years of completion of the rehabilitation. Priority will be given to household components that pose a health and safety threat to the occupants. There are currently 24 households on the Town's waiting list, with 20 households determined to be substandard and low and moderate income households. The Town has an additional waiting list of 10 households that are interested in future grant funding opportunities.

3. Services to be Provided:

a. Rehabilitation Program:

1. Provide final design for all rehabilitation activities;
2. Establish or update eligible contractors list;
3. Identify all eligible properties and contact homeowners;
4. Establish rehabilitation guidelines;
5. Provide client intake and qualification;
6. Perform preliminary property inspections, prepare work write-ups and cost estimates;
7. Assist homeowners in contractor selection;
8. Bid all work;
9. Encumber contracts;
10. Prepare loan documents or deferred payment agreements;

11. Work with Town's legal counsel placing mortgages on project properties, if required;
  12. Provide all necessary final inspections;
  13. Act as liaison between Town, property owner, and contractor;
  14. Monitor total expenditures on all properties and provide data on program for all reports;
  15. Provide an EPA Lead Based Paint Risk Assessor to assure program complies with Lead Based Paint Hazard requirements;
  16. Provide BPI certified energy audits for each project.
- b. General Administration:
1. Prepare all necessary contract and payment documentation;
  2. Maintain separate grant accounting system;
  3. Prepare and submit status of fund reports and other reports to Town as directed;
  4. Work with Town to assure all accounting is included in Town accounting system.
- c. Miscellaneous:
1. Prepare Environmental Review pursuant to NEPA and NYS guidelines;
  2. Prepare all documentation as required by NYS;
  3. Attend meetings, as necessary;
  4. Advise Town Clerk, Town Board and Supervisor in all matters relating to grant;
  5. Prepare any amendments as necessary;
  6. Prepare and submit Annual Performance Reports and Semi Annual Status Reports and any other reports as required by NYS;
  7. Prepare all close-out documentation required by NYS.

4. Submission Requirements:

- a. Statement of qualifications, including identification of similar programs that have been administered;
- b. Relevant references (minimum of five) including at least one each from the Office of Community Renewal (OCR) and the NYS Division of Housing and Community Renewal that are aware of work experience;
- c. Management plan including identification and description of the location in the Town of Cortlandville where client services will be provided;
- d. Timetable for completion of projects;
- e. Cost proposal including:
  1. Attach list of reimbursable costs and method of charging.
  2. Attach schedule for disbursement of fee.
  3. Attach fee for Lead Based Paint Risk Assessor services for each project.
  4. Attach fee for energy audit for each project.
- f. Resumes, identity and qualifications of professional personnel to be assigned to the program. Including rehabilitation specialist, administrative support staff and a list of supervisor(s).

5. Evaluation Factors:

- a. Qualifications and references; including experience in similar community development projects administration (Minimum Qualifications are providing Program Delivery and Administrative services for at least one CDBG housing rehabilitation program funded by OCR); weighted at 50%;
- b. Management and availability; including project schedules, management plan, level of services provided, physical proximity to organization's personnel; weighted at 20%;
- c. Cost and reasonableness of fee; consider fees as related to service, charges for reimbursable costs; weighted at 15%;
- d. Other factors deemed important by the community; including previous experience with the consultant; weighted at 15%.

6. Time Frame:

- a. Contract to be executed by Town and Consultant immediately following OCR approval if applicable;
- b. Consultant will initiate services for Environmental Review within 2 weeks of execution of contact;
- c. All projects to be completed on or about June 28, 2021;
- d. All requests for funds must be submitted to OCR by July 28, 2021.

7. Method of Payment:

- a. Administration and Program Delivery to be paid with CDBG funds in accordance with the schedule outlined in the contract and pursuant to OCR regulations;
- b. All invoices for services will be reviewed and approved by the Cortlandville Town Board, which meet the first and third Wednesday of each month.

8. Submission of Proposals:

- a. The Town of Cortlandville will accept proposals from qualified consultants and consulting firms until Noon on Wednesday, October 23, 2019. Proposals should be clearly marked “RFP – CDBG Housing Rehabilitation 2019” on the outside of the envelope and shall be received in the Town Clerk’s Office, which is located at the Raymond G. Thorpe Municipal Building, 3577 Terrace Road, Cortland, New York 13045. Only one copy is required to be submitted.

9. Selection and award of contract:

- a. Proposals will be reviewed immediately upon receipt. Selection will be made on or about November 6, 2019 with contracts awarded upon OCR Review.

10. Budget:

- a. Will be provided upon request.

11. Questions about this RFP:

- a. For further information please contact Town Clerk, Kristin Rocco-Petrella by phone at (607) 756-5725 or by email, [townclerk@cortlandville.org](mailto:townclerk@cortlandville.org).

