



**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 PFED Grant Administration Services**

Florence County is in the process of applying for a non-competitive \$450,000 CDBG CLOSE PFED grant to expand infrastructure within and to the north of the In-Comm Industrial Park to reach a new 10-acre parcel. G&G Lumber, Inc. is building a new sawmill closer to the utilities it needs after a catastrophic fire on a rural parcel back in January. Due to the fire, this project is being expedited so the Environmental Review, grant application, land acquisition for the road and this RFP are happening simultaneously. The Florence County Board of Supervisors authorized this grant application at their meeting on May 21<sup>st</sup>, 2019. The purpose of the CDBG CLOSE PFED project is to construct approximately 2,300 feet of new sanitary sewer, 2,300 feet of water main, and 2,300 feet of roadway to G&G Lumber, Inc. adjacent to the existing In-Comm Industrial Park. Florence TID No. 1 is providing \$135,000 toward road construction costs. No CDBG funding will be used to pay for design and engineering costs. It is expected that grant administration costs will be paid via CDBG CLOSE PFED funding. This is an open RFP to select the best firm to complete the Grant Administration paperwork and reporting in conjunction with the implementation of the CDBG CLOSE PFED program. Florence County encourages Minority Business Enterprises, Women Business Enterprises and Section 3 Firms to submit proposals [DA-D1]. The deadline to submit a proposal is June 12<sup>th</sup>, 2019 at 4:00 p.m. (local time).

**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, oversight and review, and will approve all expenditures. The Consultant will perform all other grant administrative functions.

Coleman Engineering Company (CEC) was hired by Florence Utilities to complete the engineering design, bidding and part-time construction inspection for the project. This contract will require that the Consultant secure and provide the wage decision, verify contract documents for CDBG compliance, verify contractor submittals, attend and conduct the preconstruction meeting as it relates to CDBG items. In addition, the Consultant will be required to perform all construction related compliance monitoring and compliance enforcement. CEC will provide the Advertisement for Bids, request the Affidavit of Publication, provide bid tabulation summary, and the Notice of Contractor Award. CEC contact is Steven Friberg at [sfriberg@coleman-engineering.com](mailto:sfriberg@coleman-engineering.com) or call (906) 774-3440. All administration must be in conformance with the most current CDBG Implementation Handbook (Revised September 2018 with most recent forms on right side of this DOA link): <https://doa.wi.gov/Pages/LocalGovtsGrants/CDBGImplementationHandbook.aspx>.

General administrative tasks will include: contract amendments, record keeping, review bid contract documents, payroll compliance, financial management with County, Equal Opportunity compliance, Labor Standards compliance, liaison with Department of Administration, CDBG reporting/monitoring, and project completion reporting.

The Environmental Review was started in April and is being completed by Florence County Economic Development Director and is not part of the scope. Acquisition of temporary and permanent easements has been initiated and is not part of the scope. The expected completion date of this project is November 2019.



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### **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 evaluated by the following system:

- 1) Qualifications and Experience of Personnel: 40 points
- 2) Firm's Experience: 30 points
- 3) References: 25 points
- 4) Cost: 5 points

**Qualifications and Experience of Personnel** – Describe relevant qualifications and experience of all personnel who will be working on the project. List examples of coordinating on CDBG grants with project engineering firms.

**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 funding with particular emphasis on any recent CDBG CLOSE project work. Indicate the firm's ability to provide personnel to this project in relation to the firm's current workload. It is anticipated construction will start mid-July and be completed by November 2019.

**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.

**Cost** – Provide the hourly rates and estimated number of hours for each of the personnel to be assigned to this project. Include a list of travel costs as anticipated. 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 reserves the right to waive any informalities or to 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** [DA-D2]

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 4:00 p.m. (local time) on Wednesday, June 12<sup>th</sup>, 2019. Florence County encourages Minority Business Enterprises, Women Business Enterprises and Section 3 Firms to submit proposals. 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)



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A combined meeting of the Economic Development and Audit & Budget committees will review and score the proposals at 5:00 pm on June 13<sup>th</sup>, 2019. The firm awarded the contract will be contacted on June 14<sup>th</sup> and will be sent an agreement for services. The County intends to have a signed contract with a Consultant as soon as possible to help the County meet Department of Administration reporting requirements.

**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.

**Applicable Law**

This Grant Administration is being funded with CDBG dollars, therefore, the following regulations should be taken into account per Chapter 3 of the CDBG Implementation Handbook:

(<https://doa.wi.gov/DECHR/Part05%20Chapter%203%20Procurement%20Contracting%20FINAL.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.

**Attachments:** [DA-D3]

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