

## **Request for Proposals FY2021 CHIP Application and Administrative Assistance**

The Board of Commissioners of Pike County is requesting professional qualifications for consultant assistance Pike County anticipates submitting an application for approximately \$400,000.00 to a Community Housing Impact and Preservation Program (CHIP) in 2021. The board wishes to contract with an experienced community development consultant for preparation of a CHIP application, preparing the Environmental Review Record (ERR) and administrative assistance to local staff administering a Community Housing Impact and Preservation Program.

It is our understanding that CDBG recipients are to provide for open competition for professional services whereby, at a minimum, competitor's qualifications are evaluated, and once a firm or individual is tentatively selected, fair and reasonable compensations is negotiated. We are, therefore, inviting interested individuals and firms located within reasonable distance to us to submit evidence of their professional qualifications, and related information, as follows:

1. General background of firm or individual; number of years in operation providing community development housing, planning and economic development service; and other services provided, including any which might present a conflict of interest.
2. List of CDBG "Small Cities" programs in Ohio by type, and grant amounts for each, in which the firm or individual has been directly involved.
3. Professional staff resumes, including years of experience primarily involved with Small Cities CDBG programs for each; also indicate which staff would most likely be involved in professional services to Pike County.
4. Experience in providing professional community economic development and housing planning services to clients in the immediate area of Pike County, and/or clients of similar sizes, locations, and characteristics.
5. Fee for updating the County's Policies and Procedures Manual, CHIP application, and standard hourly fee schedule for all staff, including overhead.
6. All statements of qualifications and related information must be received by Friday, April 2<sup>nd</sup>, 2021 at the following address: **(please send via mail or email)**

Pike County Community & Economic Development  
116 S Market Street, Suite 103  
Waverly, Ohio 45690  
(740) 947-4104

It is our intent to give reasonable consideration to at least three firms and/or individuals based on their qualifications as to have one or several alternative consultants which could be asked to enter into negotiations, if negotiations with the preferred consultant are not satisfactory.

Should you have any questions regarding our request for proposals, please contact Gary Arnett [gary@pikecountydevelopment.com](mailto:gary@pikecountydevelopment.com) or Marena Carter, [marena@pikecountydevelopment.com](mailto:marena@pikecountydevelopment.com).