

MORROW COUNTY

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OHIO BROWNFIELD AND DEMOLITION GRANT CONSULTANT SERVICES Morrow County Commissioners Request for Qualifications March 23, 2022

The Morrow County Commissioners invite professional architectural, construction, engineering, and grant management statements of qualifications to providing oversight of Morrow County's effort to solicit projects, evaluate projects, submit grants, and oversee projects for Ohio's 2022 Brownfield and Demolition Grant Services.

All provided services must meet state Ohio Department of Development requirements.

The deadline for qualification submissions is April 13, 2022 at 10 a.m.

The project includes a budget of \$10,000 from the Morrow County Land Bank and submission of \$1.5 million in fundable Brownfield and Demolition grant applications is expected to be completed by May 11, 2022.

The Commissioners anticipate that this work may or may not include, or be limited to the following:

Necessary services to be provided:

1. Meeting with county, township, and village representatives about potential projects.
2. Perform the following grant application services:
 1. Draft letter to potential participants
 2. Create a draft list of potential projects
 3. Establish project evaluation criteria
 4. Site visits and property ownership evaluation
 5. Drafting of grant applications by May 11, 2022.

Submission Requirements and Consultant Selection Criteria

Five (5) copies of a qualifications statement, including a letter of interest shall be submitted in 8 1/2" x 11" bound format containing no more than 20 pages not including separation or index pages or cover sheet. The submission should also include an electronic version on a standard flash drive.

The statements shall contain the following information:

Transmittal Letter

The firm's experience in county government, or other public agency services, comparable to the proposed project.

Evaluation criteria: 20%

The professional background and qualifications of the firm's key personnel, i.e., those who will be in charge of the work.

Evaluation criteria: 10%

The firm's demonstrated understanding of the project's requirements and the respective officials' special concerns.

Evaluation criteria: 10%

The firm's demonstrated record in meeting project guidelines, schedules, and deadlines.

Evaluation criteria: 20%

The firm's success and capacity in obtaining available grants and support grant administrative services.

Evaluation criteria: 20%

The firm's current workload.

Evaluation criteria: 10%

Quality of projects previously undertaken by the firm.

Evaluation criteria: 10%

The qualification statements (5 copies) shall be received by the Morrow County Commissioners, C/O Ms. Cheryl Heacock, Suite A, 80 North Walnut Street, Mount Gilead, Ohio 43338 no later than 10 a.m. EST April 13, 2022.

The Morrow County Commissioners, reserve the right to accept or reject any or all Requests for Qualifications (RFQ) responses without further action.

Questions concerning the RFQ shall be submitted in writing to:

Morrow County Development Office

Andy Ware, Director

andy.ware@co.morrow.oh.us

80 North Walnut Street, Suite B

Mount Gilead, Ohio 43338

419.947.7535