

**RFP #: CDBG1003**  
**Title: Acquisition and Demolition Program**

**I. Introduction and Background**

The purpose of this document is to provide interested parties with information to enable them to prepare and submit a proposal and to inform them of basic requirements that the County uses as part of its standard contract process. *Your proposal should include the completed Dane County Application for 2010 CDBG and HOME Funds and information requested in Section III below.*

Standard contract requirements concerning Affirmative Action, the Americans with Disabilities Act, the County's Living Wage ordinance, contract termination and modification, etc. are included in the County's boilerplate contract. This contract is subject to change. For further information you can view a copy of the contract on our website at: <http://www.danecountyhumanservices.org/becomeprovider.htm>

Contracts with the CDBG/HOME Programs limit administrative costs/expenses to a 10% ceiling.

**II. Scope of the Project**

A. Project Description:

The CDBG Program is currently seeking projects that involve the acquisition and demolition of blighted buildings within the member municipalities of the Dane County Urban County Consortium. Eligible applicants include Towns, Cities, and Villages participating in the Dane County Urban County Consortium, as well as, public and private nonprofit entities.

Eligible activities include acquisition of blighted buildings; demolition of blighted buildings and improvements; removal of demolition products (rubble) and other debris; and physical removal of environmental contaminants or treatment of such contaminants to render them harmless.

Eligible costs include the cost of real property acquisition and related soft costs, e.g., surveys, appraisals, title insurance, preparation of legal documents, and other costs associated with the transfer of property; e.g., permit fees, payment to contractors, rental of equipment, removal of debris; and evaluation of environmental hazards and removal or remediation if necessary.

Please refer to the Program Standards – Acquisition and Demolition Program. Federal Davis-Bacon requirements including the payment of prevailing wages may apply to the project.

B. Objectives: To eliminate slums and blight.

C. Needs/Expectations

1. Projects must eliminate a documented blighted condition.
2. The national objective that will be met by this program depends on the final use of the property. When property is acquired for the purpose of clearance to remove specific conditions of blight or physical decay, the clearance is considered to be the actual use of the property, but any subsequent use made of the property following clearance must be considered to be a "change of use" under 24 CFR Part 570.505. The final use must still meet one of the national objectives of the CDBG Program.

NOTE: Projects that involve the demolition of a blighted home and the construction of a new home on that same site are classified as reconstruction projects.

3. It is expected that projects will meet documented community needs. This includes needs identified: as part of the 2009 Community Survey, as part of the interview process with participating municipalities in the Dane County Consortium, and/or through other "hard" data sources.
4. Projects must be consistent with the Dane County Comprehensive Plan and with the Plans of the local municipality (City, Town, or Village) in which the project will be located.
5. Any additional funding needed to make the project viable must be secured.
6. Projects must be shovel-ready, meaning that acquisition and/or demolition will begin in the year in which the contract is awarded.
7. Projects must be delivered in a cost effective manner with measurable performance outcomes.

D. Current Operations:

This is a new priority in 2010. There were no funded projects in 2009.

E. Maximum funding

This RFP falls under the CDBG category of Spot Blight/Infrastructure/Public Facilities. Available funding for this category is 20% of the total available CDBG entitlement grant funds awarded in the year. 20% of the CDBG Entitlement grant in 2008 was \$225,102.

The County reserves the right to reject any and all proposals and to negotiate the terms of the contract, including the award amount, with the selected proposer prior to entering into a contract. If contract negotiations cannot be concluded successfully with the highest scoring proposer, the County may negotiate a contract with the next highest scoring proposer.

**III. Request for Information in addition to the Application form (required):**

- A. In addition to the 10 paper copies (3 hole-punched) of the Dane County Application for 2010 CDBG and HOME funds, please e-mail 1 electronic copy of the Application and supporting materials to [cdbg@co.dane.wi.us](mailto:cdbg@co.dane.wi.us).

- B. Organization chart.
- C. Resumes of Chief Program Administrator, Chief Fiscal Officer, and key program staff along with copy (ies) of licenses, if applicable.
- D. Maps, if targeting a geographic area.

**IV. Evaluation Criteria.** Scoring from the consolidated application is as follows:

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| <b>Benefit to Low-and-Moderate Income Persons</b><br>(Consolidated Application, Program Description, p. 4, D. and E.)  | 5%  |
| <b>Need and Justification</b><br>(Consolidated Application, Program Description, p. 2, A and B, p. 4, E.)  | 20% |
| <b>Project Approach</b><br>(Consolidated Application, Program Description, p. 3, C; p. 5, F; p. 6, H.)   | 20% |
| <b>Outcomes</b><br>(Consolidated Application, Program Description, p. 6, G.)   | 10% |
| <b>Experience and qualifications</b><br>(Consolidated Application, Organizational Profile, pp. 9-13)   | 15% |
| <b>Program budget and Matching Funds</b><br>(Consolidated Application, Project Description, pp. 7-8, Appendix A and B.)  | 20% |
| <b>Past Performance</b><br>(If previously funded, ability to meet timelines and goals in a reasonable fashion, compliance with prior contracts. Maximum points will be awarded to new applicants.) | 10% |

**V. Contact Information:** Please register your interest in this proposal with the contact person below. This will facilitate any additional information sharing with all interested parties. For clarifications or questions concerning this application, this is your contact.

**Contact:** Ann McCartney, CDBG Program Specialist  
**Phone:** (608) 242-6240  
**E-Mail:** mccartney@co.dane.wi.us

**VI. Timeline**

April 16, 2009 - Consolidated Application Workshop and date of issue of the application.

Thursday, April 16, 2009  
 11:00 a.m. – Noon  
 Dane County Job Center  
 1819 Aberg AVE  
 Madison

