

RFP #: CDBG1002
Title: Public Facilities Construction and Rehabilitation

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 construction or rehabilitation of senior centers and other public facilities within the member municipalities of the Dane County Consortium. Eligible applicants include the County, government agencies, and non-profit agencies. If undertaken by a non-profit, the facility must be open to the public during normal business hours.

Eligible activities include infrastructure improvements, including, but not limited to streets, curbs, water, and sewer lines. Also neighborhood facilities including, but not limited to public schools, libraries, recreational facilities, parks, playgrounds; and facilities for persons with special needs such as facilities for the homeless or domestic violence shelters, nursing homes, or group homes for persons with disabilities. Public facilities funded under the CDBG Program must primarily benefit low-and-moderate-income persons.

Eligible costs are documented costs associated with the acquisition, construction, reconstruction, installation of public facilities and public improvements. In undertaking these activities, design features and improvements that promote energy efficiency may be included. Such activities may also include the execution of architectural design features, and similar treatments to enhance the aesthetic quality of facilities and improvements receiving CDBG assistance, such as decorative pavements, railings, sculptures, pools of water and fountains, and other works of art.

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Please refer to the Program Standards – Public Facilities Construction and Rehabilitation. Federal Davis-Bacon requirements including the payment of prevailing wages may apply to the project.

B. Objectives: To provide assistance to construct or rehabilitate senior centers, youth centers, and other public facilities.

C. Needs/Expectations

1. Projects must benefit low-and-moderate income persons in the participating municipalities of the Dane County Urban County Consortium.
2. 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.
3. 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.
4. Any additional funding needed to make the project viable must be secured.
5. Projects must be shovel-ready, meaning that construction will begin in the year in which the contract is awarded.
6. Projects must be delivered in a cost effective manner with measurable performance outcomes.

D. Current Operations:

Construction of a new storm center serving residents in the Town of Dunn and rehabilitation of the Stoughton Youth Center were funded in 2008. No public facility projects were funded 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.
- 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:

Benefit to Low-and-Moderate Income Persons (Consolidated Application, Program Description, p. 4, D. and E.)	5%
Need and Justification (Consolidated Application, Program Description, p. 2, A and B, p. 4, E.)	20%
Project Approach (Consolidated Application, Program Description, p. 3, C; p. 5, F; p. 6, H.)	20%
Outcomes (Consolidated Application, Program Description, p. 6, G.)	10%
Experience and qualifications (Consolidated Application, Organizational Profile, pp. 9-13)	15%
Program budget and Matching Funds (Consolidated Application, Project Description, pp. 7-8, Appendix A and B.)	20%
Past Performance (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

May 29, 2009, 12 Noon – Application due from vendors.

June 27, 2009 (Sat.) – Non-Housing Applicants meet with CDBG Commission Application Review Team.

July 11, 2009 (Sat.) – Housing Applicants meet with CDBG Commission Application Review Team.

Note: Applicants will meet on either June 27, 2009 **or** July 11, 2009 with the Application Review Team. Schedule is subject to change. Location(s) will be announced at a later date.

July 23, 2009 – Public Hearing held by CDBG Commission and preliminary funding recommendations.

Your completed proposal should include the following:

- 1) **An electronic copy of the application and supporting materials submitted to**
cdbg@co.dane.wi.us
- 2) **10, 3-hole punched, copies of the completed County application for 2010 CDBG and HOME Funds.**
- 3) **Additional information requested in Section III above.**

Submit your completed proposal to:
Dane County CDBG/HOME
Attn: RFP #
1202 Northport Drive
Madison, Wisconsin 53704

Proposals are due no later than May 29th, 12 noon.