



**DANE COUNTY  
DEPARTMENT OF ADMINISTRATION  
PURCHASING DIVISION**

**REQUEST FOR PROPOSAL (RFP)**

Revised 05/2022

**RFP NUMBER:** **122051**

**RFP TITLE:** **CDBG – Public Facilities**

**RFP DEADLINE:** **Friday, July 1, 2022  
2:00 p.m. (CST)**

**PROPOSALS  
MUST BE  
UPLOADED TO:** **Purchasing Bid Dropbox  
[www.danepurchasing.com](http://www.danepurchasing.com)**

**\*Late, faxed, mailed, hand-delivered or unsigned proposals will be rejected\***

***Dane County requires that all applicants follow/use the application format provided, complete all question fields, and sign the Vendor Information & Application form. Failure to do so may result in the application to become ineligible for funding and may not be scored.***

**DIRECT  
ALL INQUIRES TO:**

**Megan Rogan**  
Purchasing Officer  
608-283-1487  
[Rogan.megan@countyofdane.com](mailto:Rogan.megan@countyofdane.com)  
[www.danepurchasing.com](http://www.danepurchasing.com)

**PROPOSAL SUBMISSION CHECKLIST**

- Update Vendor Registration
- Read Entire RFP Document

- RFP Response

- Upload RFP Response to Purchasing Bid Dropbox

**DATE ISSUED** | May 17, 2022

## **Table of Contents**

### **1.0 RFP OVERVIEW**

- 1.1 Introduction
- 1.2 Clarification of the Specifications
- 1.3 Vendor Conference
- 1.4 Calendar of Events
- 1.5 Evaluation Criteria
- 1.6 Submittal Instructions

### **2.0 PROJECT OVERVIEW AND SCOPE OF SERVICES**

- 2.1 Definitions and Links
- 2.2 Scope of Services/Specification Overview

### **3.0 PROPOSAL PREPARATION REQUIREMENTS**

- 3.1 [Attachment A – Vendor Information](#)
- 3.2 Need and Justification
- 3.3 Beneficiaries
- 3.4 Project Approach
- 3.5 Experience and Qualifications
- 3.6 Financial Information
- 3.7 Mandatory Requirements

### **4.0 REQUIRED FORMS**

- 5.1 [Attachment A – Vendor Information](#)
- 5.2 [Attachment B – Dane County Application for 2023 CDBG Funds](#)

### **5.0 APPENDICES**

- [Appendix A – Dane County Urban County Consortium members](#)
- [Appendix B – Oral Presentation Question](#)
- [Appendix C – CDBG Public Facilities Rehabilitation Standards](#)
- [Appendix D – CDBG/HOME Program Rehabilitation Manual](#)
- [Appendix E – Making Davis-Bacon Work](#)

## 1.0 RFP OVERVIEW

### 1.1 Introduction

The purpose of this document is to provide interested parties with information to enable them to prepare and submit a proposal according to the specifications set forth within this document..

The County intends to use the results of this process to award a contract or issue of purchase order for the product(s) and or services(s) stated.

**The Dane County Purchasing Division is the sole point of contact for questions and issues that may arise during the RFP process.**

**Dane County requires that all applicants follow/use the application format provided, complete all question fields, and sign the Vendor Information & Application form. Failure to do so may result in the application to become ineligible for funding and may not be scored.**

**The amount of funding available for this project is unknown at this time. The funding of this project is contingent upon Dane County's receipt of Community Development Block Grant and/or HOME Investment Partnership program funds from the federal department of Housing and Urban Development.**

### 1.2 Clarification of the Specifications

All inquiries concerning this RFP must be **emailed** to the **person indicated on the cover page** of the RFP Document.

Any questions concerning this RFP must be submitted in writing by e-mail on or before the stated date on the **Calendar of Events** (Section 1.4).

Proposers are expected to raise any questions, exceptions, or additions they have concerning the RFP document at this point in the RFP process. If a proposer discovers any significant ambiguity, error, conflict, discrepancy, omission, or other deficiency in this RFP, the proposer should immediately notify the contact person of such error and request modification or clarification of the RFP document.

Proposers are prohibited from communicating directly with any employee of Dane County, except as described herein. No County employee or representative other than those individuals listed as County contacts in this RFP is authorized to provide any information or respond to any question or inquiry concerning this RFP.

### 1.3 Vendor Conference

[There will not be a vendor conference.](#)

**1.4 Calendar of Events**

Listed below are specific and estimated dates and times of actions related to this RFP. The actions with specific dates must be completed as indicated unless otherwise changed by the County. In the event that the County finds it necessary to change any of the specific dates and times in the calendar of events listed below, it will do so by issuing an addendum to this RFP and posting such addendum on the Dane County [website](#). There may or may not be a formal notification issued for changes in the estimated dates and times.

<b>DATE</b>	<b>EVENT</b>
May 17, 2022	RFP Issued
June 23, 2022	Last day to submit written inquiries (2:00 p.m. CST)
June 25, 2022	Addendums or supplements to the RFP posted on the Purchasing Division <a href="#">website</a>
July 1, 2022	Proposals due (2:00 p.m. CST)
Week of August 15, 2022	Oral Presentation by invited vendors
Fourth Quarter of 2022	Notification of intent to award sent to vendors
Spring of 2023	Contract start date (subject to change based on County's notice of CDBG & HOME allocation from HUD).

If funding is awarded, funds will not be available until (at minimum):

1. A Contract Agreement is executed between the award recipient and Dane County;
2. Pre-award compliance requirements are met by award recipient. These vary depending on the nature of the project, and may include but not limited to completion of an Environmental Review; evidence of adequate record-keeping system; and obtaining necessary permits.

**Please keep in mind that a contract agreement cannot be executed until HUD has approved Dane County's 2023 Annual Action Plan. Timing of the submission and approval of Dane County's Annual Action Plan varies depending on HUD's announcement of the annual entitlement allocations, which is generally 3-4 months into the program year.**

**1.5 Evaluation Criteria**

In order to be evaluated, programs must: 1) be an eligible activity, 2) be located in, or provide services to, residents of one of the member communities of the Dane County Urban County Consortium, 3) address one of the funding priority areas established by the CDBG Commission, 4) not be a HUD listed debarred or ineligible contractor, and 5) if CDBG eligible, meet one of the three national objectives. Applications deemed eligible will be presented to the CDBG Commission Application Review Team.

## SECTION 1 – GENERAL INFORMATION

The Application Review Team will evaluate the applications using the following criteria:

Application Review Criteria	
Item	Maximum Points
1. National Objective- Need and Justification	30
2. Project Approach	30
3. Experience and Qualifications	15
4. Financial Information	15
5. Past Performance	5
6. Partnerships	5
TOTAL POINTS	100

For 2023 the criteria in the Requests for Proposals (RFPs) for each application are delineated and tailored to the nature of the application. The definition and location of the items that are part of the review criteria will vary from one application template to the next but each follows the same order. In general the definitions used are:

### **Meeting a National Objective- Need and Justification (30 points maximum):**

The program overview adequately describes the problem that is being addressed by the proposed project (worth up to **5 points**). Statements are substantiated and related to the needs and the priorities in the 2020-2024 Consolidated Plan (worth up to **5 points**). Provides a description of how funds may be targeted to areas of greatest need (worth up to **10 points**).

How accessible is the program geographically to low-and-moderate income persons? Additional points will be given to projects physically located in census tracts where 47.8% of the population is considered low-and-moderate income, or projects that contain components that locate the services in close proximity to the population to be served (i.e. community pop-ups) (worth up to **10 points**).

### **Project Approach (30 points maximum):**

The application describes what the program/project will do; how it will be implemented, operated, and administered within a realistic time period; how it will be provided; and how low-income participants will access services. The description should include:

- A description of the work that will be undertaken and a description of how the work will address the identified problem (worth up to **5 points**).
- A work plan for how the project/program will be organized, implemented, operated, and administered, and the timeline and milestones from initiation to completion. Work on the project - meaning funds will be spent - will begin in 2023. (worth up to **10 points**),
- Outreach and marketing initiatives that will be implemented to inform potential participants and to ensure that they are aware of the services/activities to be provided (worth up to **5 points**).

## SECTION 1 – GENERAL INFORMATION

- Outcomes are identified and can reasonably be expected to be achieved (worth up to **8 points**).
- If the project requires temporary displacement, indicates the number of households and describes specific assistance to be provided to households temporarily displaced (worth up to **2 points**. Maximum points awarded if no displacement).

### **Experience and Qualifications (15 points maximum):**

The application provides documentation to justify the organization's capacity to conduct this project. The project is consistent with the mission of the organization.

- The organization has undertaken projects of similar complexity to the one for which funds are being requested (worth up to **4 points**).
- There are staff resources with the skills and experience to administer and conduct an accountable and responsible project (worth up to **7 points**).
- There appears to be adequate board and management oversight along with a commitment to quality and service improvement (worth up to **4 points**).

### **Financial Information (15 points maximum):**

The application clearly explains and justifies each proposed budget line item and why CDBG and/or HOME funding is required to make the project viable. An explanation is included on the basis for the cost estimates for the project. The budget is realistic. The organization is financially stable. Efforts have been made to secure and to leverage other funding for the project. The application identifies eligible sources of match, if required. Certain types of projects may also be required to submit: a budget summary, detailed project budget, prior- or current-year operating costs, and a 15-year operating budget (worth up to **15 points**).

### **Past Performance (5 points maximum):**

If the organization has been previously funded, a review of past expenditures and performance shows that the organization has been able to meet timelines and goals in a reasonable fashion, i.e., no unexpended dollars from prior years. Compliance with the contract will include, but not be limited to, submission of reports, adherence to scope of services, and quality of work. (Worth up to **5 points**). New applicants will be automatically awarded 5 points.

### **Partnerships (5 points maximum):**

Identifies any partnerships that have been or will be formed to ensure the success of the project (worth up to **5 points**).

## 1.8 **Submittal Instructions**

Proposals must be received in the Purchasing – Bid Dropbox located on the [www.danepurchasing.com](http://www.danepurchasing.com) website no later than the date and time indicated within the RFP Deadline field on the RFP Cover Page or addenda. Late, faxed, mailed, hand-delivered, or unsigned proposals will be rejected unless otherwise specified. Dane County is not liable for any cost incurred by proposers in replying to this RFP.

All proposals **must be saved as one PDF file** unless otherwise specified within the RFP document and the file name shall include the RFP# and name of business submitting proposal.

## SECTION 1 – GENERAL INFORMATION

Example of how to name the files:  
120012 – Vendor Name – RFP Response

To Submit a Proposal:

1. Go to [www.danepurchasing.com](http://www.danepurchasing.com) and click on Purchasing – Bid Dropbox or click on the Open RFP's and Bids page link.
2. Click on the Submit a Bid button within the green Purchasing Bid Dropbox.
3. Type in the Email, First Name, Last Name and Company information and click Continue.
4. Drag and drop the RFP files one at a time into the “Drag files here” box.
5. After all files have been placed into the “Drag files here” box, click on the blue Upload button.
  - a. The file upload status can be seen for each document uploaded.
  - b. After each document reaches 100%, it will say “Uploaded”.
6. Confirm all files have been uploaded and then close out of the window.

## SECTION 2 – PROJECT OVERVIEW AND SCOPE OF SERVICES

### 2.0 PROJECT OVERVIEW AND SCOPE OF SERVICES

#### 2.1 Definitions and Links

The following definitions and links are used throughout the RFP.

**County:** Dane County

**County Agency:** Department/Division utilizing the service or product.

**Dane County Purchasing website:** [www.danepurchasing.com](http://www.danepurchasing.com)

**Fair Labor Practices websites:** [www.nlrb.gov](http://www.nlrb.gov) and <http://werc.wi.gov>

**Purchasing**

**Proposer/Vendor/Firm/Contractor:** a company submitting a proposal in response to this RFP.

#### 2.2 Scope of Services/Specification Overview

##### 2.2.1 Project Description

Dane County is soliciting applications from organizations for the construction or rehabilitation of public facilities projects **located in the participating municipalities of the Dane County Urban County Consortium (see Appendix A)**. Funding is expected to be available under the HUD-funded Community Development Block Grant (CDBG) program.

##### Eligible Applicants

Units of local government and related agencies, such as public schools and libraries; public or private non-profit agencies or organizations including faith-based organizations. Public facilities that are owned by a non-profit must be open to the public during normal working hours.

##### Eligible Public Facilities

Public facilities in the CDBG program are broadly interpreted to include all facilities that are either publicly owned or that are traditionally provided by the government, or owned by a nonprofit and operated so as to be open to the general public. Public facilities include neighborhood facilities such as parks, playgrounds and recreational facilities, public schools, firehouses, and libraries. Facilities designed for use in providing shelter for persons having special needs are also considering public facilities. Such facilities include: shelters for the homeless; convalescent homes; hospitals; nursing homes; battered spouse shelters; halfway houses for runaway children, drug offenders or parolees; group homes for mentally retarded persons and temporary housing for disaster victims. Transitional housing facilities where residents generally reside in the units for up to two years are also considered public facilities.

CDBG funds may be used to renovate closed buildings, such as closed school buildings, for use as an eligible public facility or to rehabilitate such buildings for housing.

CDBG funds may be used for the rehabilitation, preservation, or restoration of historic properties, whether publicly or privately owned. Historic properties are those sites or structures that are listed in or eligible to be listed in the National Register of Historic Places, listed in a State or local inventory of historic places, or designated as a State or local landmark or historic district by appropriate law or



## SECTION 2 – PROJECT OVERVIEW AND SCOPE OF SERVICES

ordinance. Historic preservation, however, is not authorized for buildings for the general conduct of government.

CDBG funds may be used for the construction of tornado safe shelters.

Buildings or portions thereof, used for the general conduct of government **cannot** be assisted with CDBG funds. However, a public facility otherwise eligible for assistance under the CDBG program may be provided with CDBG funds even if it is part of a multiple use building containing ineligible uses, if:

- The facility which is otherwise eligible and proposed for assistance will occupy a designated and discrete area with the larger facility; and
- It is possible to determine the costs attributable to the facility proposed for assistance as separate and distinct from the overall costs of the multiple-use building and/or facility.

Allowable costs are then limited to those attributable to the eligible portion of the building or facility.

### **National Objective**

Four categories, three providing a benefit to low and moderate income persons and one preventing or eliminating slums or blight, are most relevant to the public facilities construction or rehabilitation category:

1. Area benefit activities (LMA)
2. Limited clientele activities (LMC)
3. Housing activities (LMH)
4. Slums and blight spot basis (SBS)

### **Area Benefit Activities (LMA)**

Under the Area Benefit criteria, the public facility must benefit **all** residents of an area where at least 47.8% of the residents are low-and-moderate income. In addition:

- The area must be clearly delineated and records maintained on the boundaries of the service area;
- The area must be primarily residential in nature (as documented on zoning maps); and
- Census data must support the documentation that at least 47.8% of the residents are low-and-moderate income.

### **Limited Clientele Activities (LMC)**

Limited Clientele activities benefit a specific targeted group of persons of which at least 51% must be low-and-moderate income. In order to meet the LMI Limited Clientele criteria, the activity must:

- Serve at least 51% low-and-moderate income persons, as evidenced by documentation and data concerning beneficiary family size and income; **OR**
- Have income-eligibility requirements that limit the service to persons meeting the low-and-moderate income requirement, as evidenced by the administering agency's procedures, intake/application forms, income limits, and other sources of documentation; **OR**

## SECTION 2 – PROJECT OVERVIEW AND SCOPE OF SERVICES

- Serve a group primarily presumed to be low-and-moderate income such as abused children, battered spouses, elderly persons, severely disabled adults<sup>1</sup>, homeless persons, illiterate adults, persons living with AIDS, and migrant farm workers; **OR**
- Be of such a nature and in a location that it may be concluded that the activity's clientele are low-and-moderate income, such as a daycare center that is designed to serve residents of a public housing complex.

### **Housing Activities (LMH)**

Public facilities may also qualify under the housing national objective if the facility exclusively assists in the provision of housing to be occupied by low-and-moderate income persons or families.

### **Slum and Blight Spot Basis (SBS)**

These are activities that eliminate specific conditions of blight or physical decay on a spot basis and are not located in a slum or blighted area. Activities under this category are limited to rehabilitation of public buildings and historic preservation of public property that is blighted. Furthermore, rehabilitation is limited to the extent necessary to eliminate a specific condition detrimental to public health and safety. To be considered to be detrimental to public health and safety, a condition must pose a threat to the *public in general*. Examples include: preservation of a deteriorated building of historic significance or rehabilitation of a decayed community center that eliminates code violations that are detrimental to the health and safety of potential occupants, like faulty wiring, falling plaster, or other similar conditions.

### **Eligible Activities**

Eligible activities include:

- Acquisition, construction, reconstruction, installation and rehabilitation of public facilities. 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.
- Labor, materials, and other costs of rehabilitation of public facilities, including repair directed toward an accumulation of deferred maintenance, replacement of principal fixtures and components of existing structures, installation of security devices, including smoke detectors and dead bolt locks, and renovation through alterations, additions to, or enhancements of existing structures and improvements, abatement of asbestos hazards (and other contaminants).

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<sup>1</sup> Persons are considered severely disabled if they: use a wheelchair or another special aid for 6 months or longer; are unable to perform one or more functional activities (seeing, hearing, having one's speech understood, lifting and carrying, walking up a flight of stairs or walking; needing assistance with activities of daily living (bathing, transferring, toileting, eating) or instrumental activities of daily living (preparing meals, doing light housework, using the phone, keeping track of money or bills; are prevented from working at a job or doing housework; have a selected condition including autism, cerebral palsy, Alzheimer's disease, dementia, or developmental disability; or are under 65 years of age and are covered by Medicare or receive SSI.

## SECTION 2 – PROJECT OVERVIEW AND SCOPE OF SERVICES

- Improvements to increase the efficient use of energy in structures through such means as installation of storm windows and doors, siding, wall and attic insulation, and conversion, modification, or replacement of heating and cooling equipment, including the use of solar energy equipment.
- Improvements to increase the efficient use of water through such means as water savings faucets and shower heads and repair of water leaks.
- Connection of residential structures to water distribution lines or local sewer collection lines.
- Improvements designed to remove material and architectural barriers that restrict the mobility and accessibility of severely disabled persons to buildings.

### **Ineligible Activities**

Ineligible activities include:

- CDBG funds may not be used to pay for the operation, repair, or maintenance of public facilities.
- Buildings or portions thereof, used for the general conduct of government (such as Town Halls, Village Halls, etc.) cannot be assisted with CDBG funds...except for the removal of architectural barriers per 24 CFR 570.207(a)

### **Eligible Costs**

Eligible costs include the documented costs of labor and materials necessary to complete the authorized work including:

- Costs of environmental reviews.
- Architectural, engineering, or related professional services required to prepare plans, drawings, specifications, or work write-ups;
- Costs to process and settle the financing for a project, such as private lender origination fees, credit reports, fees for title evidence, fees for recordation and filing of legal documents, building permits, attorneys fees, private appraisal fees, and fees for an independent cost estimate, builders or developers fees.
- Monitoring of Davis-Bacon Act requirements.
- Impact fees that are charged to all projects within Dane County.
- Construction/rehabilitation costs including labor, materials, and permits.
- Relocation costs for individuals or businesses displaced by the project.

**Please note that Federal Labor Standards, including the payment of prevailing wages under Davis-Bacon, may apply to the project.**

### **Project Basics**

Organizations selected as subrecipients to undertake a public facilities project will be expected to comply with the CDBG requirements. These include, in part:

## SECTION 2 – PROJECT OVERVIEW AND SCOPE OF SERVICES

- Not beginning any work until a Notice to Proceed has been issued by the County. The County is required to complete an environmental review that may require publication and approval by HUD.
- Establishing written selection procedures for procurement transactions.
- Establishing written protest procedures to handle and resolve disputes relating to procurement.
- Establishing written standards of conduct governing the performance of employees engaged in the award and/or administration of contracts.
- Designating a Labor Standards Officer (if applicable).
- If Project award from County is greater than \$200,000 and any contract is to be over \$100,00, then discuss Section 3 preference in contracting with the County.
- Following Federal procurement guidelines and maintaining appropriate documentation.
- Obtaining any necessary permits.
- Following Federal Labor Standards and reporting guidelines.
- Monitoring of the construction/rehabilitation.
- Maintaining all required documentation (copies for the County) and submitting reports in a timely fashion to the County.

### **Type of Assistance**

Grants for the amount of the project costs not covered by other funding sources are typically provided.

#### **2.2.2**

### **Objectives**

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

#### **2.2.3**

### **Needs**

1. Projects must assist 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 documented through “hard” data sources.
3. Any additional funding needed to make the project viable must be secured in order for a contract to be executed.
4. **Projects must be shovel-ready**, meaning that work will begin in the year in which the contract is awarded - 2022.
5. Projects must be delivered in a cost effective manner with measurable performance outcomes.
6. It is expected that all or a portion of funds will be targeted to areas of greatest need.

#### **2.2.4**

### **Current Operations**

The 2022 funds were awarded to Badger Prairie Needs Network Inc in the amount of \$75,000, Boys and Girls Club in the amount of \$100,000, City of Fitchburg in the amount of \$100,000, Little John’s Kitchens LLC in the amount of \$150,000, and to the Village of Mount Horeb in the amount of \$132,122.

### **3.0 RFP RESPONSE PREPARATION REQUIREMENTS**

Proposals shall be organized to comply with the section numbers and names as shown below. Each section heading should be clearly marked. Graphics may be included. The RFP sections which should be submitted/responded to are:

#### **3.1 Attachment A – Vendor Information**

#### **3.2 Need and Justification**

The project need and justification adequately describes the problem that is being addressed by the proposed project. Statements are substantiated with “hard” data sources. Provides a description of how funds may be targeted to areas of greatest need.

#### **3.3 Beneficiaries**

The application describes the population to be served. Additional points will be given to projects located in census tracts where 47.8% of the population are considered low-and-moderate income.

#### **3.4 Project Approach**

The application provides:

- A detailed description of the scope of work that will be undertaken and a description of how the work will address the identified problems.
- A description of any partnerships that have been or will be formed to ensure the success of the project.
- Plans for notice and the relocation process for tenants, if needed.
- A work plan for how the project/program will be organized, implemented, operated, and administered, and the timeline and milestones from initiation to completion. Work on the project – meaning funds will be spent – will begin in 2023.

#### **3.5 Experience and Qualifications**

The application provides documentation to justify the organization’s capacity to conduct this project. The project is consistent with the mission of the organization. The organization has undertaken projects of similar complexity to the one for which funds are being requested. There are staff resources with the skills and experience to administer and conduct an accountable and responsible project. There appears to be adequate board and management oversight.

#### **3.6 Financial Information**

The application clearly explains and justifies each proposed budget line item and why CDBG funding is required to make the project viable. An explanation of the bases of the cost estimates for the project is included. The budget is realistic. The organization is financially stable. Efforts have been made to secure and to leverage other funding for the project.

#### **3.7 Mandatory Requirements**

The following general requirements are mandatory and must be complied with. NOTE: Programs not meeting the mandatory requirements will not be evaluated.

3.7.1 Be an eligible activity.

- 3.7.2 **Be located in, or provide services to residents of one of the member communities of the Dane County Urban County Consortium identified in Appendix A.**
- 3.7.3 Address one of the funding priority areas established by the CDBG Commission.
- 3.7.4 Not be a HUD listed debarred or ineligible contractor.

#### **4.0 Required Forms**

The following forms must be completed and submitted with the proposal in accordance with the instructions given in Section 1.6.

**Attachment A      Vendor Information Form**

**Attachment B      Dane County Application for 2023 CDBG Funds**