



**DANE COUNTY**  
**DEPARTMENT OF ADMINISTRATION**  
**PURCHASING DIVISION**

**REQUEST FOR PROPOSAL (RFP)**

Revised 05/2022

**RFP NUMBER:** **122048**

**RFP TITLE:** **CDBG – Minor Home Repair**

**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**

- |   |                                       |  |
|---|---------------------------------------|--|
| <input type="checkbox"/> Update Vendor Registration | <input type="checkbox"/> RFP Response | <input type="checkbox"/> Upload RFP Response to Purchasing Bid Dropbox |
| <input type="checkbox"/> Read Entire RFP Document   |                                       |  |

**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**
  - 4.1 [Attachment A – Vendor Information](#)
  - 4.2 [Attachment B – Dane County Application for 2023 CDBG Funds Major Home Rehab](#)
- 5.0 APPENDICES**
  - [Appendix A – Dane County Urban County Consortium members](#)
  - [Appendix B – Oral Presentation Question](#)
  - [Appendix C – CDBG Minor Home Repair Assistance – Grant Program Standards](#)
  - [Appendix D – CDBG/HOME Program Rehabilitation Manual](#)

## 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 Presentations 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:

<b>Application Review Criteria</b>	
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
<b>TOTAL POINTS</b>	<b>100</b>

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**).
- Outcomes are identified and can reasonably be expected to be achieved (worth up to **8 points**).

## SECTION 1 – GENERAL INFORMATION

- 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**).

## **1.6 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.

Example of how to name the files:

120012 – Vendor Name – RFP Response

## SECTION 1 – GENERAL INFORMATION

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.

### 2.0 PROPOSAL 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.nlr.gov](http://www.nlr.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 interested in operating a minor home repair program in 2023 targeted to low-and-moderate income residents of single-family owner occupied housing located in the Dane County Urban County Consortium (Appendix A). Funding is expected to be available under the HUD-funded Community Development Block Grant (CDBG) program. Please refer to the attached document: *CDBG MINOR HOME REPAIR ASSISTANCE GRANT PROGRAM STANDARDS* for additional details (Appendix C).

##### Eligible Applicants

Public or private non-profit agencies or organizations including faith-based organizations, units of local government, and Community-Based Development Organizations.

##### Project Basics

Applicants may target the program to a specific community, a specific development, or to the entire Dane County Urban County Consortium.

Organizations selected as subrecipients to operate a major home rehabilitation program will be expected to comply with the requirements in the *CDBG Housing Rehabilitation Deferred Payment Loans Program Standards* for operating the program.

These include, in part:

- Marketing the program.
- Conducting initial intake and eligibility determinations of applicants.
- Providing information to the County on the addresses of each household requesting assistance in order for the County to conduct an environmental review.
- Not beginning any work on a home until the County issues a notice to proceed for that home.
- Documenting the size and combined income of each household receiving assistance, including collecting income documentation.
- Documenting the eligibility of the property receiving assistance.



## SECTION 2 – PROJECT OVERVIEW AND SCOPE OF SERVICES

- Conducting an on-site Housing Quality Standards (HQS) review of each property to document necessary repairs and note any areas where the home fails inspection.
- Performing initial cost estimates and work write-ups of the work to be done.
- Either completing the needed repairs and/or following the procurement requirements of 24 CFR 84.40-48 when needing to contract for repairs. This includes checking that contractors are not debarred or suspended from receiving federal funds and doing outreach to women, minority, and Section 3 business concerns. If procurement is done, then estimates/bids are to be shared with the homeowner and the homeowner must be able to select the most reasonable and responsive bids for the project.
- Providing the CDBG/HOME Program Specialist with the loan amount, title work, property appraisal, and household eligibility.
- Executing and filing with the Dane County Register of Deeds the mortgage and note.
- All work is to be completed in compliance with the requirements of the *Dane County CDBG Housing Rehabilitation – Deferred Payment Loans Program Standards* and the *Dane County CDBG and HOME Program Rehabilitation Standards*.
- At the time of work completion the homeowner will verify in writing that the work has been completed in a satisfactory manner and the Subrecipient will document completed work on a HUD Quality Standards Inspection and provide a letter stating that the property meets HUD HQS standards and any applicable local codes.
- Maintaining all required documentation and submitting reports in a timely fashion to the County.

### **Eligible Homeowners**

- a. Eligible program participants must occupy the home to be repaired and have no intent of discontinuing occupancy of the home in the foreseeable future.
- b. Eligible program participants must meet the Department of Housing and Urban Development (HUD) income requirements for low-and-moderate income households at the time of application.
- c. Eligible program participants must be current on property taxes for the assisted unit.

### **Eligible Properties**

- a. Existing owner-occupied, single-family, residential properties containing one dwelling unit.
- b. Manufactured housing is eligible when such housing constitutes part of the community's permanent housing stock (24 CFR 570.202 (a)(5)).

## SECTION 2 – PROJECT OVERVIEW AND SCOPE OF SERVICES

- c. Property must be located in one of the participating municipalities of the Dane County Urban Consortium.
- d. The assessed value of the property may not exceed 95 percent of the median purchase price of a single-family house for Dane County as published by HUD.

### **Eligible Work Items**

In order for a repair to be eligible under the County's Minor Repair Assistance Grant Program it must correct a failing condition noted on a Housing Quality Standards Inspection Form. Repairs and/or modifications may also be made to allow accessibility to accommodate a disability. Repairs must be able to be completed within the household assistance limits of the program.

### **Eligible Work Items**

- Abatement of asbestos hazards
- Chimney repair or replacement or flue liner replacement
- Code repairs and upgrades for plumbing, heating, or electrical systems
- Exterior painting
- Foundation repair
- Gutter and downspout repair or replacement
- Wall and attic insulation
- Plumbing fixture repair or replacement
- Porch repair or reconstruction (including concrete stairs and stoops), including ramps for ADA accessibility
- Removal and replacement of deteriorated, hazardous concrete, excluding garage slab replacement
- Roof repair or replacement
- Installation of security devices, including smoke detectors and dead bolt locks
- Siding repair or installation of new siding to increase energy efficiency
- Replacement of stove or refrigerator to increase energy efficiency
- Window and door repair or replacement including storm doors

*Rehabilitation **does not** include:*

Installation of luxury items, such as a swimming pool;

Costs of equipment, furnishings, or other personal property not an integral structural fixture, such as: a window air conditioner; or a washer or dryer (but a stove or refrigerator is allowed);

Labor costs for homeowners to rehabilitate their own property.

### **Type Of Assistance**

Assistance will be offered in the form of an annual grant of up to \$5,000 per household. Households may be served by the program in multiple years but are not to exceed a lifetime limit of \$15,000 in assistance. The Dane County Community Development Block Grant assistance limit is \$100,000 across programs.

## SECTION 2 – PROJECT OVERVIEW AND SCOPE OF SERVICES

### **Rehabilitation Standards**

The work being undertaken must comply with the standards set forth in the *Dane County CDBG and HOME Rehabilitation Standards* that are intended to assure that improved housing is livable, healthful, safe, and physically sound. The housing must also meet handicapped accessibility requirements, where applicable.

### **Property Standards**

- a. The property must meet all applicable requirements of the Lead Safe Housing Rule 24 CFR 35.
- b. Any rehabilitation work must be done in compliance with the Dane County CDBG and HOME Program Rehabilitation Standards.

### **Federal Labor Standards**

These HUD requirements apply to rehabilitation projects with 8 or more CDBG-assisted units and apply to the entire project, not just the portion funded by County CDBG funds. If a grant contract is awarded and Davis-Bacon will be triggered, labor standards requirements will be described in detail in the contract with the County. Additional information also can be obtained in the HUD *Contractor's Guide to Prevailing Wage Requirements for Federally-Assisted Construction Projects* at <http://portal.hud.gov/hudportal/documents/huddoc?id=4812-LRguide.pdf>.

#### **2.2.2 Objectives:**

To promote the rehabilitation of existing owner-occupied housing as a means to maintain affordable housing for the residents of the Dane County Urban County Consortium.

#### **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 community 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 rehabilitation work will begin in the year in which the contract is awarded.
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 Movin’ Out, Inc. in the amount of \$60,029 and Project Home, Inc. in the amount of \$150,000.

## SECTION 3 – RFP RESPONSE PREPARATION

### 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 describes the experience of the organization related to rehabilitation work, performing income documentation for income eligibility, and the experience and qualifications of key staff to be assigned to the 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.

## SECTION 3 – RFP RESPONSE PREPARATION

### 3.7 **Mandatory Requirements**

In order to be evaluated, programs must:

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.
- 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.
- 3.7.5 If CDBG eligible, meet one of the three national objectives.

### 4.0 **Required Forms**

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

**Attachment A**      **Vendor Information Form**

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