



**DANE COUNTY**  
DEPARTMENT OF ADMINISTRATION  
PURCHASING DIVISION

**REQUEST FOR PROPOSAL (RFP)**

Revised 05/2022

**RFP NUMBER: 122050**

**RFP TITLE: CDBG – New Rental Construction**

**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

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## 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 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:

<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
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**).
- 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 in PDF format 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

120012 – Vendor Name – Cost Proposal

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.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

Home Investment Partnership (HOME) Program dollars are being made available for the development of affordable rental housing for low-and-moderate income residents of the participating communities of the Dane County Urban County Consortium (found in Appendix A.)

**NOTE:** HUD published a revised Final Rule [http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&tpl=/ecfrbrowse/Title24/24cfr92\\_main\\_02.tpl](http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&tpl=/ecfrbrowse/Title24/24cfr92_main_02.tpl) for the HOME program in the *Federal Register* on July 24, 2013. The changes are intended to enhance performance and accountability, and clarify certain existing provisions. The Final Rule will require the program to establish updated program standards that may result in significant changes to the current requirements stated in this RFP.

##### Eligible Applicants

In order to be considered for financing, applicants must meet the following requirements:

- Be legally capable of entering into a binding agreement;
- Be a U.S. Citizen or legally admitted resident alien;
- Demonstrate that the project is economically viable and the borrower(s), if applicable, will have the economic ability to repay the funds;
- Be current on all personal and business income and property taxes, and mortgage payments on subject property;
- Not-for profits corporations are eligible to apply. The corporation must be a 501(c) 3 or 4 tax exempt organization.
- Organizations that are religious or faith-based are eligible, on the same basis as any other organization, to participate in the HOME program. Faith-based organizations are required to comply with the requirements under 24 CFR 92.257.

##### Eligible Properties

1. The property must be located in one of the participating municipalities of the Dane County Urban County Consortium.

## SECTION 2 – PROJECT OVERVIEW AND SCOPE OF SERVICES

2. Eligible properties may be publicly or privately owned; and residential or mixed use.
3. Transitional as well as permanent housing, including group homes and SROs, is allowed.
4. Property must pass an environmental review conducted by Dane County Community Development Block Grant staff before funds will be committed.
5. Property must meet all applicable State and local code requirements, and must meet the housing quality standards in 24 CFR 982.401 by project completion.

### **Eligible Expense Categories**

The following categories of expense shall be considered eligible for funding under the program:

- Hard costs including land acquisition and existing structures; site preparations or improvement, including demolition; securing of buildings; construction materials and labor;
- Relocation costs including: payment for replacement housing, moving costs, and out-of-pocket expenses; advisory services; and staff and overhead costs related to relocation assistance and services;
- Architectural, engineering or related professional services including preparing plans, drawings, specifications, work write-ups, and job progress inspections;
- Legal and accounting fees, including cost certification;
- Environmental reviews;
- Builders' or developers' fees;
- Costs of impact fees that are charged to all projects in a jurisdiction;
- Affirmative marketing, initial leasing, and marketing costs;
- Other soft costs for processing and settling the financing for a project, such as credit reports, title binders and insurances, fees for recordation and filing of legal documents, building permits, and private appraisal fees.

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

### **Ineligible Expense Categories**

The following categories of expense shall be considered ineligible for funding under the program.

- Refinancing of existing debt;
- New construction of decks, fireplaces, outbuildings, or recreational or entertainment facilities;
- Construction items and expenses that are completed before project approval.

## **SECTION 2 – PROJECT OVERVIEW AND SCOPE OF SERVICES**

- 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 seen on zoning maps); and
- Census data must support the documentation that at least 51% of the residents are low-and-moderate income.

### **Types of Assistance**

Deferred payment loans.

### **Matching Funds**

HOME projects require 25% matching funds made from nonfederal resources. Forms of eligible match are defined under §92.220.

### **Property Standards**

- a. Housing that is being constructed with HOME funds must meet all applicable state and local codes, ordinances, and zoning ordinances at the time of project completion.
- b. Newly constructed housing must meet the current edition of the Model Energy Code published by the Council of American Building Officials. The units constructed under this Agreement shall conform to the Rental Unit Energy Efficiency Standards established by the Wisconsin Department of Industry, Labor, and Human Relations.
- c. All housing must meet the accessibility standards of the Fair Housing Act and Section 504 of the Rehabilitation Act of 1973.
- d. Rental project owners must maintain the housing in compliance with all applicable State and local requirements, and the housing quality standards in 24 CFR 982.401 through the affordability period.

### **Qualification as Affordable Housing**

Housing units assisted under this Agreement shall meet the provisions of 24 CFR 92.252: “Qualifications as Affordable Housing: Rental Housing.”

### **Mechanism for Securing Affordability**

The County will execute a Land Use Restriction Agreement with the property owner as required by 24 CFR Part 92 to ensure the period of affordability.

### **Affordability Period**

HOME assisted rental units carry rent and occupancy restrictions. The minimum HOME affordability period for new construction of rental housing is 20 years.

Affordability restrictions remain in force regardless of transfer of ownership.

### **Tenant Income Eligibility Requirements**

1. The Home assisted units will meet the provisions of 24 CFR 92.216: “Income Targeting: Tenant-based Rental Assistance and Rental Units.”

## SECTION 2 – PROJECT OVERVIEW AND SCOPE OF SERVICES

2. The income of each tenant will be determined in accordance with 24 CFR 92.203.
3. In addition, each year during the period of affordability, the property owner or his/her representative must re-examine each tenant's annual income in accordance with 24 CFR Part 5 Guidelines (Part 5 Annual Income.)

### **Lease Requirements**

1. The lease between the tenant and owner must be for not less than one year, unless by mutual agreement between the tenant and owner.
2. The lease may not contain any of the provisions prohibited under §92.253.

### **Initial Project Rents**

1. Properties being assisted with HOME funds must comply with the rent limitations determined by HUD and explained in 24 CFR 92.252(a).
2. All initial project rents will be approved in accordance with 24 CFR 92.252(c).

### **Subsequent Rents**

- a. The maximum rents are recalculated by HUD on a periodic basis and will be made available to rental project owners/managers.
- b. Owners of HOME-assisted rental housing must annually provide information on rents and tenant occupancy to demonstrate compliance with program requirements.

### **Federal Labor Standards**

These HUD requirements apply to projects with 12 or more HOME-assisted units and apply to the entire project, not just the portion funded by County HOME 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>.

### **Records**

The following represents, some but not all, of the records required to be maintained:

- For each unit occupied by a low-and-moderate income household, the size, ethnicity, and income of the household;
- The rent charged (or to be charged) after assistance for each dwelling unit in each structure assisted; and
- Information necessary to show the affordability of the units occupied (or to be occupied) by low-and-moderate income households.

## SECTION 2 – PROJECT OVERVIEW AND SCOPE OF SERVICES

### 2.2.2

#### **Objectives**

To develop affordable rental housing for low-and moderate- income residents of the participating communities 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**

There were no funds awarded in 2022.

### **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. 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.
- 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 with the proposal in accordance with the instructions given in Section 1.6.

[Attachment A](#)      [Vendor Information Form](#)