



CITY OF MEDINA
Community Development Department
132 N. Elmwood Ave. Medina, OH 44256
330-722-9023

City of Medina
RFQ/RFP – ADMINISTRATION OF PY2025 CDBG PROGRAM
January 28, 2025

PURPOSE

The City of Medina is seeking competitive Request for Proposals (RFP)/Request for Qualifications (RFQ) from firms interested in providing necessary administration functions for its Program Year 2025 Community Development Block Grant (CDBG) Program including Allocation, Critical Infrastructure, Community Housing Impact & Preservation, Neighborhood Revitalization, Residential Public Infrastructure, Economic Development and Target of Opportunity (Community Development, Downtown Revitalization, and Planning) and any/new programs announced by ODOD under CDBG/HOME/OHTF programs.

SCOPE OF SERVICES

The firm shall perform the necessary technical and professional services in connection with the CDBG Program in accordance with the basic requirements of the US Department of Housing and Urban Development (HUD) and the Ohio Development Services Agency (ODSA) Office of Community Development (OCD). These services included the following:

1. Preparing of Grant Applications.
 - Scheduling, advertising, and convening all required public hearings.
 - Soliciting funding proposals from city departments, agencies, and community non-profit organizations.
 - Determining eligibility of projects and proposals with city staff, including conducting or overseeing income surveys.
 - Preparing a Community Development Implementation Strategy (CDIS) update, as required.
 - Properly completing all required application forms and exhibits and providing revisions to the application as needed or requested by the ODOD.
 - Preparation of CBGD applications through OCEAN by the required date.
2. Administration of the Allocation Grant Program and/or Set-Aside Programs.
 - Preparation of an Environmental Review Record (ERR) and obtaining the appropriate “Release of Funds” forms for all allocation projects.
 - Coordination with the Ohio Historic Preservation Office, the Ohio EPA, ODOT, ODOD, and any other local/state/federal agencies as required by federal regulations.
 - Overseeing the technical aspects of all allocation-funded construction, planning, and materials/equipment procurement projects (e.g., federal wage rates, the preparation of bid documents, pre-construction conferences, overseeing required labor interviews, and payroll verifications, etc.) in compliance with CDBG rules and regulations.
3. Technical Assistance and Grant Compliance.
 - Assisting staff with technical aspects of projects in compliance with CDBG rules and regulations.
 - Preparation of program status reports and the final performance report.
 - Set-up and maintenance of program files.

- Assisting staff with program close-out, including preparation for the ODOD program monitoring conducted by the State Field Representative. Assisting staff with preparation of monitoring responses to ODOD, as needed.
- Providing guidance with general financial and program administration, CDBG construction, management, CDBG materials/equipment procurement, as well as information regarding program and regulation changes.
- Executing program amendments and/or extensions, if needed.

PROPOSAL SUBMITTAL REQUIREMENTS

The proposal shall be submitted including, but not limited to, the following:

1. Experience in the administration of CDBG programs and other federal programs.
2. Professional qualifications of personnel of the firm, resumes and training certifications of key personnel including the hourly rate of staff involved, and typical fees for CDBG programs including competitive set-aside programs.
3. Experience working with projects involving the administration and implementation of federal and/or state funds.
4. Past record of performance on contracts related to federal or state grants or similar services.
5. Ability or capacity of the firm to perform work within the time limitation as defined by the specific grant, taking into consideration the current and planned workload of the firm.
6. Detailed cost estimate.

Proposals will be evaluated by the above submittal requirements. The City of Medina has the right to interview any or all applicants and select the firm based upon review and analysis of the submittal. The City of Medina will enter into a contract with the firm whose qualifications will be most advantageous and subject to negotiations at fair and reasonable compensation with the firm.

DELIVERABLE PRODUCTS

At least three hard copies of the proposal and one digital copy of the proposal in Adobe PDF or Microsoft Word format shall be submitted.

PROPOSAL DEADLINE

Proposals are due by Tuesday, February 18, 2025 at 4:00 pm to:

City of Medina
Community Development Department
132 North Elmwood Avenue
Medina, OH 44256

Please direct questions regarding proposals to:

Andrew Dutton
Community Development Director
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(330) 722-9023