

**REQUEST FOR QUALIFICATIONS AND PROPOSALS**  
**2024 COMMUNITY HOUSING IMPACT & PRESERVATION PROGRAM**  
Lead Risk Assessor RFQ

**Overview of Requirements:**

**Note: This RFQ process was previously conducted but the company awarded is no longer able to fulfill the role. This new process is being conducted via direct outreach under the states Small Purchase procurement method.**

The Brown County Commissioners are requesting qualification statements and proposals (RFQ/RFP) from qualified firms/individuals to perform necessary functions for its PY 2024 Community Housing Impact & Preservation Program (CHIPP). Scope of work to include Lead Risk Assessment services on individual housing projects as needed. Assessments should include physical testing, full report including lab results, and exit clearance.

All such proposals must be responsive to the **Content of Proposal** section of this RFQ/RFP and must meet the content of criteria as outlined herein. Responses to this RFQ/RFP will be used to select a qualified firm/individual to perform the required **General Consultancy** needed by the Brown County CHIP program. These services are financed with federal Community Development Block Grant (CDBG) Program funds and Home Investments partnership (HOME) funding from the US Department of Housing and Urban Development (HUD) as administered by the Ohio Department of Development (ODOD) Office of Community Enhancements.

Since Brown County is seeking a professional service which may be available from several qualified organizations, the County has elected to follow the competitive negotiation method of procurement as provided in 24 CFR Part 85. Under this method, the County will receive qualifications and proposals from interested parties until the designated date and time listed below.

The Brown County Board of Commissioners reserves the right to reject any and all proposals and to negotiate various details of the proposals with the parties that have submitted them. If the County does negotiate any aspect of the proposals with any of the parties, it will provide all parties an opportunity to negotiate on the same point. The County reserves the right to select the specific issues on which it will negotiate and will not negotiate any issues other than those it selects.

**Purpose of Request for Qualifications/Proposals:**

The County desires to have the services of a qualified individual or firm to undertake Lead Risk Assessment, where selected projects require, and therefore must procure and enlist the services of such a firm or individual. Duties must be performed for the 2024 CHIP.

**Content of Proposal should include:**

The County will review and evaluate the statements of Proposals filed based on the following content. Evaluation criteria includes but is not limited to:

- a. Specialized experience or technical expertise of the firm and its personnel in connection with federal and state program requirements, especially as they relate to All General Requirements of the CDBG, HOME, and other federal and state programs

in the areas of housing, planning, and economic and community development services to be provided and the complexity of the project(s).

- b. Capacity of the firm to perform the work within time limitations (taking into consideration the current and planned future workload of the firm) and names of key staff who will be working on the project.
- c. Familiarity of the firm with the type of projects applicable to the CHIP program and the requirements of OCD regarding the use of the XRF Lead Analyzer.
- d. Date firm established and brief history of the firm.
- e. Location of office(s) within the State of Ohio.
- f. Project references related to the above areas.
- g. Familiarity of the firm with Southern Ohio and Brown County and willingness to work with the community.
- h. **A work plan with cost schedule (including an hourly fee schedule)** which will clearly show costs of the various elements/tasks of the project during the contract period. Should services be required, itemized invoices reflective of the individual components of work performed will be required for payment to be processed.
- i. Please provide all relevant Certifications per the items listed in the Content of Proposal and the Overview of Requirement above.

**Scope of Services:**

Interested firms should provide the County with a general response to the items listed in the **Content of Proposal**.

**Proposal Evaluation:**

The County will evaluate the proposal based on a point system and resulting ranking. The following represent the key factors which will be considered and the points assigned to each:

**Experience with Federal /State Compliance: 50 Points**  
**Past Performance & Completeness of RFQ: 30 Points**  
**Capacity to Perform Work: 20 Points**  
**Cost of Service: 30 Points**  
**Community Discretionary Points: 20 Points**

Negotiations will begin with the top candidate selected. If negotiations are unsuccessful, the process will begin again with the candidate rated second and so on. Upon completion of successful negotiations, a contract will be executed with the County.

**Interested parties are invited to submit 1 copy of your response to be received no later than 4:00 p.m. on June 7th, 2024 to the address below. Responses may also be e-mailed to [kcole@browncountyohio.gov](mailto:kcole@browncountyohio.gov)**

The Brown County Board of  
800 Mt. Orab Pike, Georgetown, Ohio 45121  
(937) 378-3956  
Attn: Kelly Cole

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Barry Woodruff  
President, Brown County Board of Commissioners

Date: \_\_\_\_\_