

REVISED

GRANT CONSULTANT - RFQ INSTRUCTIONS

Project Name: Housing and Community
Development Grant Consultant

REVISED Notice Date: January 13, 2021

RFQ Project Location: Mayor's Office; Town
Hall,

Project Location: Mayor's Office; Town
Hall, 80 Main Street, Terryville, Ct. 06786

REVISED Due Date: Jan. 20, 2021; 4:00 p.m.

[I.] Grant Consultant - RFQ Instructions

The "Mayor's Office, Town of Plymouth," will adhere to the following "Grant Consultant - RFQ Instructions" for the above referenced project. These RFQ Instructions will allow for a competitive selection process to be used to evaluate and select a housing and community development "Grant Consultant" to provide professional assistance in re-establishing a Housing Renovation Program for low-and-moderate income families/persons utilizing existing, DOH HUD CDBG regulations and funds throughout Plymouth, CT and explore other Federal, State, and local funding for other community development projects as assigned by the Mayor of the Town of Plymouth.

1. "The Town of Plymouth" shall solicit proposals for Request for Qualifications (RFQ) Project entitled housing and community development "Grant Consultant."
2. The "Mayor's office" shall compose a "Mayor Selection Committee" which may include, but not limited to, the Mayor and one (1) Town Council or Town Staff member.
3. The selection committee shall evaluate all criteria included in the RFQ package and rank each RFQ response on the ranking sheet as well as fee proposal. Fee proposal to be negotiated. A minimum of the three (3) highest qualified firms shall be selected to sit for interviews and provide additional information on their background and fee proposal for the proposed activities.
4. The final selection shall be made based by the Mayor principally on successful experience with similar developments, fee structure and staff capacity to complete the tasks in a timely manner.
5. The Mayor reserves the right to reject any proposal for the selected services if the amount at the time of fee proposal is not within budget and solicit new proposals from a new housing development "Grant Consultant."
6. The Mayor reserves the right to have legal counsel review the selected housing and community development "Grant Consultant" services RFQ packages and proposals.
7. All RFQ "Grant Consultant" Proposals/Bids must be signed, sealed, addressed to, and received in the Office of the Mayor, by January 20, 2021; 4:00 p.m., Plymouth Town Hall, 80 Main Street, Terryville, CT, 06786.

8. All items are subject to COVID Executive Orders.

[II.] Grant Consultant – RFQ REVISED Projected Timeline

- Advertise Request for Qualification Notice by January 7 & **13th-REVISED**, 2021.
- RFQ Responses Deadline January **20th - REVISED**, 2021, 4 p.m.
- Interviews, optional decided by the Mayor. January **20 to 25 REVISED**, 2021
- **Selection of Final RFQ Proposal & One-Year Contract Negotiated and Signed** January **25 to January 29, 2021**

Please note, the Mayor has the discretion to amend the schedule. All meetings may be subject to COVID public meetings executive orders.

[III.] Grant Consultant – RFQ Professional Qualifications

Interested agents must submit a cover letter, resume, and related documents with the following information:

1. A resume of the professional information must include an address, telephone number, contact information, website, etc.
2. Education. Minimal required education is a bachelor's degree; master's degree preferred.
3. The RFQ responder **MUST** have a valid CT Department of Housing Certified Connecticut Grant Administrator Certificate (CCGA) and be valid to least January 30, 2022.
4. Minority or woman-owned business documentation encouraged to apply.
5. Examples of housing and community development projects completed.
6. List of professional and personal references relating to the housing and community development projects.
7. Successful experience and examples of completed projects working with:
 - Non-profit and for-profit community organizations
 - Connecticut Housing Finance Authority (CHFA)
 - Connecticut Department of Housing (DOH)
 - US HUD & USDA loans and grants
 - Bond packages
8. Has the responding professional/company or individual[s] therein ever been suspended, or disbarred, or disciplined from any local, State, or Federal governmental agency or entity? If yes, please explain in detail.
9. Has the firm or any individual in your organization ever been placed on the Office of Inspector general (OIG) exclusion listing, State exclusion listing, or other type of governmental exclusion listing? If yes, please explain in detail.

10. Typical fee structures/hourly rates and fee proposal for will be negotiated.
11. All Bids must be sealed and signed.

[IV.] Grant Consultant - RFQ Scope of Work

- Housing Renovation Program. Prepare Work Plan and actively manage activities needed to successfully administer the Housing Renovation Program. Review, evaluate, and provide a complete rebuilding of Plymouth's past HUD CDBG Housing Renovation Program, policies, and procedures. There is approximately \$300,000 in past DOH CDBG Small Cities Community Development Block Grant federal funds that are for Housing Rehabilitation. Will need to completely rebuild the HUD CDBG required policies and procedures infrastructure. After rebuilding and reconstructing infrastructure for the dormant Housing Renovation funds, the Grant Consultant will administer and market the program to low-and-moderate income families and individuals; process all procedural documents and financial paperwork; prepare DOH and US HUD Reports; document and present them to the Mayor for his actions.
- Research and pursue other grant/loan opportunities for other Community Development projects as assigned by the Mayor. Opportunities include State and Federal funding streams. US HUD; USDA; DOH; CHFA; Homeland Securities, etc.
- Represent the Mayor and Town will attend various meetings and conferences with funding and related organizational entities.
- Write and prepare other Grant Applications and related paperwork throughout the grant including Close-Out documents.
- Establish competitive strategy for grant funding approvals.
- Coordinate with the Mayor, architects, and other professionals to complete all required grant or housing and community development Plans paperwork. Examples but not limited to: Housing, ADA, etc.
- Assist in procurement process for licensed Architects, General Contractor bidding or construction cost estimation necessary for the financing application.

Qualifying Statements: This RFQ scope does not include additional third-party costs for Accounting, Support Services, Architectural, Engineering, Appraisals, Market Studies, Legal or other third-party costs. These costs will be funded by CDBG regulations for Housing Rehabilitation Program Delivery costs.

Authorized by the Mayor of the Town of Plymouth:

David V. Merchant, Mayor

Date

Town of Plymouth
REVISED Legal Notice
Request for Qualifications
Grant Consultant

The Mayor's office is seeking qualified community development professionals to submit their qualifications for a Grant Writer Consultant. Primary project is to reconstruct and reimplement a housing renovation for low-and-moderate income families and individuals; and other community development programs funded by Federal, State, and local funds. Applicant must have at least three (3) years of professional community development project management experience. Send resume and related qualification documents delineating your housing and community development qualifications regarding public HUD Community Development Block Grants and other State and Federal grants. Must have current CT DOH Certificate completed and valid "Grant Administration Certification," as a DOH Certified CT Grants administrator (CCGA). Must have: Bachelor's Degree; master's degree preferred. Must satisfactorily pass a background check; must not be on OIG and/or DAS exclusionary debarred listings Successful contract/agreement will be negotiated. Request RFQ Bid Package and from David V. Merchant, Mayor, Plymouth Town Hall, 80 Main Street, Terryville, CT, EOE Employer. REVISED Submission deadline by January 20, 2021, 4:00 p.m., Email: mayor@plymouthct.us.