

BILL C. PEACOCK
Director - Purchasing



DOUGLAS COUNTY BOARD OF COMMISSIONERS
PURCHASING DEPARTMENT

8700 Hospital Drive • Douglasville, GA 30134
Telephone (770) 920-7247 • Fax (770) 920-7219

May 3, 2017

Subject: Douglas County, Georgia, Board of Commissioners
Request for Proposal – Neighborhood Stabilization Program Administrative
Services/Sub-Recipient
Solicitation 17-012

Dear Gentlemen/Ladies:

Enclosed please find the Douglas County Board of Commissioners, Request for Proposal for the services of a qualified non-profit organization for the administration of the Douglas County Neighborhood Stabilization Program.

Your sealed proposals (one (1) original unbound and three (3) bound copies) in response to this Request are due **no later than 2:00 p.m. ET, Friday, June 9, 2017**. All sealed proposals must be submitted to the Douglas County Purchasing Department, 8700 Hospital Drive, Douglasville, GA 30134. All proposals must be submitted by this date and time and will be publicly opened. You are invited to attend, or submit your proposal prior to the deadline as stated in the attachments.

A **Pre-proposal Conference** will be held on **May 18, 2017 at 10:00 a.m.**, in Purchasing Department on the third floor of the Douglas County Courthouse, 8700 Hospital Drive, Douglasville, Georgia.

Thanking you in advance for your interest and looking forward to your participation.

Very truly yours,

A handwritten signature in black ink, appearing to read "Bill Peacock", written in a cursive style.

Bill Peacock
Purchasing Director

ATTACHMENT

DOUGLAS COUNTY, GEORGIA, BOARD OF COMMISSIONERS
Purchasing Department

**Neighborhood Stabilization Program Administrative Services/Sub-Recipient
FOR
DOUGLAS COUNTY
PLANNING & ZONING DEPARTMENT**

DOUGLAS COUNTY, GEORGIA

REQUEST FOR PROPOSAL
May 2017

PRE-PROPOSAL CONFERENCE: **May 18, 2017 at 10:00 a.m.**

PROPOSAL DUE DATE: **June 9, 2017 at 2:00 p.m.**

REQUEST FOR PROPOSAL
FOR
PROFESSIONAL SERVICES
FOR THE
DOUGLAS COUNTY, GEORGIA, BOARD OF COMMISSIONERS
Purchasing Department
8700 HOSPITAL DRIVE
DOUGLASVILLE, GEORGIA 30134

INTRODUCTION:

The Douglas County, Georgia, Board of Commissioners is interested in retaining the experience and expertise of a qualified non-profit organization for administration and performance of the Douglas County Neighborhood Stabilization Program.

Douglas County is located approximately 25 miles west of downtown Atlanta, and has a population of approximately 120,000 residents, covering an area of 201 square miles. A five-member Board of Commissioners operates the County's government. The Commissioners have authorized this solicitation.

Title III of the Federal Housing and Economic Recovery Act (HERA) of 2008 provides \$3.9 billion in one-time emergency funding made available to state and local governments through the Neighborhood Stabilization Program (NSP) for the redevelopment of abandoned and foreclosed homes and residential properties that might otherwise become sources of abandonment and blight within the community. The program provides grants to local governments to purchase foreclosed or abandoned homes and to rehabilitate, resell, or redevelop these homes in order to stabilize neighborhoods and stem the decline of house values of neighboring homes. Douglas County has received a grant of \$5,437,997 in NSP funds to utilize within identified high risk areas of the county for abandoned and foreclosed homes and financing mechanisms for homeowners. There is \$992,000 remaining to complete the NSP Program.

The firm selected for this project will work closely with the staff of Douglas County Planning & Zoning Department, and other key county staff members and departments. The firm will also work closely with the requirements of Georgia Department of Community Affairs and HUD.

The services provided will be funded by the Neighborhood Stabilization Program Grant. All applicable laws including Federal, State, and local guidelines and policies associated directly with the NSP must be strictly followed.

The selection of the Firm to provide the administrative services/sub-recipient will be made following this process.

- a. **Pre-Proposal Conference.** A pre-proposal conference will be held on May 18, 2017 at 10:00 a.m. The conference will be held in the Purchasing Department, Third Floor of the Douglas County Courthouse 8700 Hospital Drive, Douglasville, Georgia.
- b. **Request for Proposal (RFP).** Responses are due on June 9, 2017 at 2:00 p.m.

The day and time is firm, unless amended in writing from the office of the Purchasing Director. No exception will be accepted. The Evaluation Committee will conduct a review of all responses in accordance with the evaluation criteria set-forth herein. Based upon these results, the Evaluation Committee will make a recommendation for consideration by the Board of Commissioners.

INSTRUCTIONS:

Interested firms are to submit a proposal to provide Administrative Services/Sub-Recipient for the Douglas County Planning & Zoning Department as required by this RFP. It is the intent of Douglas County to award the administrative services/sub-recipient contract to the firm that clearly demonstrates the ability to provide these services to high professional standards.

Four (4) copies of your proposal must be submitted to the Purchasing Department by **June 9, 2017 at 2:00 p.m**

All proposals must be submitted to:

Mr. Bill Peacock, Purchasing Director
Douglas County Board of Commissioners
8700 Hospital Drive
Douglasville, Georgia 30134

All proposals must be clearly marked on the outside: "PROPOSAL FOR ADMINISTRATIVE SERVICES/SUB-RECIPIENT – DOUGLAS COUNTY PLANNING & ZONING DEPARTMENT dated June 9, 2017. All proposals received after the designated time and date of the proposal opening will not be considered.

Whenever the terms "Proposer" or "Proponent" is used it shall encompass the "person", "business", "firm", or other party submitting a proposal to Douglas County in such capacity before a contract has been entered into between such party and the County.

Proponents are encouraged to review carefully all provisions and attachments of this document prior to submission. Each proposal constitutes an offer, which shall remain valid for ninety (90) days and may not be withdrawn except as provided herein.

To minimize the cost to the proponent in responding to this solicitation, you are encouraged to be brief and succinct, avoiding extravagant covers, bindings and photographs. The County will not be responsible for any cost incurred by proponents in responding to this solicitation.

Douglas County reserves the right to reject any and all proposals, to evaluate proposals, and to accept portions of any proposal, and accept any proposal, which in its opinion, may be in the best interest of the County. The County reserves the right to waive any and all informalities.

It is in the County's interest for proposers to understand the requirements of this RFP as fully as possible. Therefore, we have arranged a pre-proposal conference for this procurement.

Failure to Offer: If a Proposal is not submitted, the firm should return this Request for Proposal, stating the reason(s).

Errors in Proposals: Proponents or their authorized representatives are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting proposals. Failure to do so will be at the Proposer's own risk.

Compliance with Laws: The Proposer shall obtain and maintain all licenses, permits, liability insurance, worker's compensation insurance, errors and omissions insurance and comply with any and all other standards or regulations required by federal, state or county statute, or ordinances and rules during the performance of any contract between the Proposer and the County. Any such requirement specifically set forth in any contract document between the Proposer and the County shall be supplementary to this section and not in substitution thereof.

Withdrawal of Proposal: Any proposal may be withdrawn by written request received by the County before the time fixed for receipt of proposals. Withdrawal of your proposal will not prejudice the right of the proponent to submit a new proposal, providing the latter is timely received as provided herein.

Confidentiality of Documents: Upon receipt of a proposal by the County the proposal shall become the property of the County without compensation to the proponent, for disposition or usage by the County at its discretion. The details of the proposal documents will remain confidential to the extent possible until final award.

Compensation: The County has attempted to provide as much information about the scope of services as possible to enable firms to structure a most productive and cost effective offer. The subsequent contract between Douglas County and the winning proposal will define compensation payments based upon the amount negotiated and agreements as to terms between Douglas County and the successful proposer.

Rejecting Proposals: The County reserves the right to reject any or all proposals and is not bound to accept any proposal if that proposal is contrary to the best interest of Douglas County. Similarly, the County is not bound to accept the lowest dollar proposal if the offer is not considered in the County's best interest.

Equal Employment Opportunity: During the performance of this Contract, the firm agrees as follows:

The Firm/Team will not discriminate against any employee or applicant for employment because of race, creed, color, sex, age, national origin, place of birth, or physical handicap.

Conflict of Interest: All respondents must provide a statement of disclosure, which will allow the County to evaluate possible conflicts of interest.

Code of Ethics: Employee Conflict of Interest – It shall be unethical for any county employee to participate directly or indirectly in a procurement contract when the county employee knows that: (a) the county employee or any member of the county employee's immediate family has a financial interest pertaining to the procurement contract; or (b) any other person, business, or organization with whom the county employee or any member of a county employee's immediate family is negotiating or has an arrangement concerning prospective employment is involved in the procurement contract.

Gratuities and Kickbacks – It shall be unethical for any person to offer, give, or agree to give any county employee or former county employee, or for any county employee or former county employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal therefore.

It shall be unethical for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or contract.

Contingent Fees – It shall be unethical for a person to be retained, or to retain a person, to solicit or secure a county contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except for retention of bona fide employees or bona fide established commercial selling agencies for the purpose of securing business.

Technical questions relating to the RFP may be directed in writing via mail or fax to: Bill Peacock, Purchasing Director, (770) 920.7219 (facsimile), bpeacock@co.douglas.ga.us, or mail to, 8700 Hospital Drive, Douglasville, Georgia 30134. **Questions must be received by 5:00 p.m., May 25, 2017.** All responses will be provided by **5:00 p.m., June 1, 2017.**

All responses will be submitted by addenda to all interested proponents. **Please do not call or contact any other department or the governing body concerning this RFP.**

PROGRAM SCOPE:

The scope of the Neighborhood Stabilization Program Administrative Services/Sub-Recipient program for the Douglas County Planning & Zoning Department includes but is not limited to the following general elements:

NEIGHBORHOOD STABILIZATION PROGRAM:

Title III of the Federal Housing and Economic Recovery Act (HERA) of 2008 provides \$3.9 billion in one-time emergency funding made available to state and local governments through the Neighborhood Stabilization Program (NSP) for the redevelopment of abandoned and foreclosed homes and residential properties that might otherwise become sources of abandonment and blight within the community. The program provides grants to local governments to purchase foreclosed or abandoned homes and to rehabilitate, resell, or redevelop these homes in order to stabilize neighborhoods and stem the decline of house values of neighboring homes.

DOUGLAS COUNTY NEIGHBORHOOD STABILIZATION PROGRAM:

The Georgia Department of Community Affairs has approved the Douglas county application for the Neighborhood Stabilization Program and awarded \$5,437,997 for the purchase, rehabilitation, resell or redevelopment of abandoned and foreclosed homes. There is \$992,000 remaining to complete the NSP Program. Douglas County proposes to utilize the services of a qualified Non-Profit Organization to administer the program and be a sub-recipient of the funds. The Douglas County program is structured to provide for the purchase, rehabilitation and resell of homes in addition to providing financing mechanisms for homebuyers to facilitate a successful outcome and remove blighted and abandoned properties from the community. The program will require a commitment to utilize a minimum of 75% of contractors that are located within the jurisdiction of Douglas County in order to provide for local economic stimulus.

PROPOSAL REQUIREMENTS:

The format for responses shall include the following. These elements or evaluation criteria are listed in descending order of importance.

1) GENERAL REQUIREMENTS

- a. The firm must be a Non-Profit Organization meeting the Internal Revenue Service 501 (c) (3) requirements and must include a copy of a state certificate.
- b. Qualifications and References specific to City, County, State of Georgia and any Federal housing and development projects or other projects of a similar nature to CDBG or NSP.

2) FIRM AND PERSONNEL

- a. Describe the ownership and current principals of your firm.
- b. Provide names and experience of key personnel that will conduct the Neighborhood Stabilization Program Administrative Services/Sub-Recipient.
- c. Describe the history and growth of your firm, including current number of employees, legal structure, headquarters location and lines of business.
- d. Describe the qualifications of your firm, and key personnel, to perform these services. Include resumes, licenses, certifications, and applicable experience. Statements of Qualifications of your firm will be evaluated.
- e. Provide the current and projected workload of the firm.
- f. Provide the availability of key personnel to the project.

3) FINANCIAL RESPONSIBILITY

- a. Provide at least three (3) financial references.
- b. Please provide an explanation if your firm, or any predecessor firm, has ever filed for bankruptcy.
- c. Please provide an explanation if your firm has ever made or filed for an errors and omissions claim.
- d. Provide evidence of the financial ability to complete the project.

4) EXPERIENCE

Describe experience with similar projects for local governments or organizations, within the past five (5) years; and in the State of Georgia

5) REFERENCES

Provide the following information of organizations/governments similar to Douglas County, that you have performed similar services within the past five years.

- Customer name and contact name, address, and telephone number.
- Scope of project.
- Cost of project (contract or if performed in-house projected contract amount)
- Projects using local government resources i.e. Manpower, contractors, etc.
- Length of project.
- Overview of project
- End result and subsequent disposition.

6) SERVICES

- a. Provide a description of the services you intend to provide for Douglas County including the proposed transaction details for each structure (i.e. amount for purchase, rehab, sale, financing mechanisms) as required by DCA.
- b. Describe how your company will provide services to adhere to the requirements of the NSP application submitted and approved by DCA for Douglas County while also meeting all other applicable requirements of the NSP including the Douglas County contract with DCA.
- c. Describe how your firm will allocate the availability of resources and personnel to schedule the work for these services within the time frame required by the County and/or DCA.
- d. Describe the resources of your firm that will enable you to perform these services for Douglas County.
- e. Describe how your firm will solicit and retain the services of the required 75% local contractors and/or businesses.

6. REPORTING

The Douglas County Board of Commissioners has assigned this project to the Planning & Zoning Department. After the award of this solicitation all reports will be directed to this department for distribution. All reporting requirements for the NSP by Georgia DCA shall be met.

7. PRICE/FEE

- a. Provide a total cost per structure or percentage fee per transaction to be charged for the services rendered as described herein.
- b. Provide a description of the method of billing including timing (i.e. monthly billing, billing at the time of each transaction, etc.).

8. ADDITIONAL CONDITIONS

- Douglas County reserves the right to reject any and all proposals received, to request additional information or to extend the deadline for submittals.
- The proposals shall become the property of Douglas County without compensation to the proponent, for disposition or usage by the County. The proposal will remain confidential to the extent allowed by public information laws, until final award.
- Proposals will not be accepted from any company, firm, person, party, or subsidiary against which Douglas County has an outstanding claim or a financial dispute relating to prior contract performance with the County. At any time the County discovers such a dispute during any point of evaluation, the proposal will not be considered further.
- Each proposer shall comply with all federal, state, county and local statutes governing this type of service.

9. OTHER PERTINENT INFORMATION

- a. Bribery Clause: Proposer certifies that no employees of theirs, any affiliate or subcontractor has bribed or attempted to bribe an officer or employee of the County.
- b. Any false information reported in the RFP will disqualify the proponent upon its discovery.
- c. The Firm to conduct these services must carry insurance coverage including, but not less than, the following:

Workers Compensation at statutory limits and Employer's Liability with a limit of \$500,000.

- Comprehensive General Liability insurance policy, including coverage for premises-operation, products and contractual liability coverage part designating the assumption of liability under performance of the act of conducting a survey. Such insurance shall be in limits no less than \$1,000,000 combined single limit per occurrence for aggregate or property damage. Property damage insurance shall be in broad form including complete operations.

- Automobile liability coverage for owned, non-owned and hired. Such insurance shall be in limits no less than \$1,000,000 combined single limit per occurrence.
 - An umbrella liability limit of \$1,000,000 per occurrence, over general liability, auto liability and employers coverages.
 - The successful proposer shall secure and present a certificate of insurance to Douglas County Purchasing Department, reflecting these coverages and naming Douglas County as an additional insured and all policies shall reflect a 90-day notice of cancellation.
10. Proposals shall include all pending litigation associated with the performance of any services.

The successful proposer shall have a satisfactory record of ethics and integrity.

END OF REQUEST FOR PROPOSAL