



**LAKE COUNTY
COMMUNITY ECONOMIC DEVELOPMENT DEPARTMENT**

2293 N. Main Street • Crown Point, In 46307

Tel. (219) 755-3225 • Fax (219) 736-5925

www.lakecountyin.org

Executive Director
Timothy A. Brown

September 26, 2017

**THE LAKE COUNTY COMMUNITY ECONOMIC DEVELOPMENT DEPARTMENT
REQUEST FOR QUALIFICATIONS FOR A CONSULTING FIRM**

The Lake County Community Economic Development Department (LCCEDD) in Lake County, Indiana is requesting proposals from qualified consulting firms for the provision of administrative and technical assistance in all aspects of the Community Development Block Grant (CDBG), HOME, and Neighborhood Stabilization (NSP) Programs, including development of a new five year Consolidated Plan. These services are to be provided on an “as requested” basis. As per the requirements of the CDBG Program, this ad shall serve as a Request for Qualification (RFQ) from your firm and others. This RFQ will be used to select a qualified firm to provide any needed assistance under the CDBG Urban County Entitlement Program. We, therefore, request that your firm submit a Statement of Qualifications indicating your qualifications and experience in providing administrative and technical assistance under the CDBG, HOME, and NSP programs. The County is seeking the services for a period of three years.

Lake County will select a professional consultant according to the “competitive negotiations” method as per OMB Circular A-102. As provided under this method, Lake County will consider and rate a number of factors which it believes to be of the greatest importance and relevance to the selection of a professional firm to assist the County in implementing this program.

Upon selection of the highest scoring firm based on the ranking of the section criteria, the County will negotiate with this firm to determine the appropriate fee for the services to be provided. Payment will be made on an hourly basis, and the contract is not expected to exceed \$25,000.00 for preparation of the yearly LCCEDD AAP, CAPER, and other advice on monitoring, HUD rules and regulations, audits, etc. The five year LCCEDD Consolidated Action Plan (CAP) is a separate document and additional contract terms shall apply for its creation and development. A five year CAP is due in 2018.

Interested firms should prepare Statements which will provide the following information:

1. Age of Firm – How many continuous years has the firm been providing professional services and of what type?
2. Years of Community Development Experience – How many years has the firm been engaged in providing administrative and technical assistance in connection with the Community Development Block Grant and HOME Programs and its direct predecessor programs (Neighborhood Development, Urban Renewal, Economic Development, etc. . .)?

3. Previous Experience with the Community Development Block Grant, NSP, and HOME programs with other Urban Counties, Cities, Towns, or other municipal entities.
4. Previous Experience in Lake County, Indiana – Describe any involvement with other agencies, departments, and/or organizations the offer Community Development services, or other HUD related program services to citizens in Lake County.
5. Present Staff – Indicate the staff directly and regularly involved with the Community and Economic Development Program(s). List previous experience of such persons prior to working with your firm. Include which staff members will be available and how much time they will spend on this Project. Who will be in charge of this Project?
6. Location of office(s).

LCCEDD will review and rate responsive Statements on the following basis:

1.	Years of Community Development and HOME Experience	10
2.	Previous Experience with HUD’s Community Development Program	10
3.	Previous Community Development Experience in Lake County	15
4.	Community Development Staff	
	a. Experience	20
	b. Availability	20
5.	Indiana Office(s)	5
6.	Experience in HUD rules and regulations with NSP, CDBG, and HOME	10
7.	County’s Discretionary Points	<u>10</u>
	TOTAL POINTS AVAILABLE	100

Interested firms should submit their Statements of Qualifications no later than Tuesday, October 31st, 2017 to:

LAKE COUNTY COMMUNITY ECONOMIC
DEVELOPMENT DEPARTMENT
ROOM 310A
2293 NORTH MAIN STREET
CROWN POINT IN 46307

For questions concerning this Notice, contact Timothy A. Brown, Executive Director (219) 755-3225.