

REQUEST FOR COMMUNITY DEVELOPMENT BLOCK GRANT

HOUSING REHABILITATION ADMINISTRATOR

FOR

**WORK ASSOCIATED WITH THE CITY OF DUNKIRK'S COMMUNITY DEVELOPMENT
BLOCK GRANT PROGRAM**



**City of Dunkirk
Department of Planning and Development
Steve Neratko, Director**

**342 Central Avenue
Dunkirk, NY 14048
716-366-9876
www.cityofdunkirk.com**

**PROPOSAL DUE: 12:00pm, FRIDAY, SEPTEMBER 14, 2012
342 CENTRAL AVE
DUNKIRK, NY 14048**

Request for Proposals (RFP)

August 24, 2012

Background

The City of Dunkirk received Community Development Block Grant (CDBG) funds for housing rehabilitation. The City of Dunkirk and the Department of Development are seeking the services of a firm to plan and manage the City's Owner Occupied Housing Rehabilitation Program. Current budget allocation for 2012 is roughly \$100,000 for program and administrative costs.

Scope of Services

This project involves planning and managing all phases of the program of rehabilitation of neighborhood: application processes, contract administration, inspections, loans and grants, and rehabilitation. The firm will work under the general administrative and policy direction of the Department of Planning and Development with reference to federal, state and local regulations

The firm should have extensive experience with the principals, practices, and techniques of rehabilitation and have extensive knowledge of federal, state and local laws, policies, regulations and objectives governing or bearing on rehabilitation programs.

The firm should have considerable knowledge of residential and commercial construction, remodeling and contracting, property rehabilitation standards, building and remodeling specifications

The firm should show experience with community development and rehabilitation programs and local building and housing codes and standards. The firm should have the ability to plan, organize, coordinate, and manage a diverse and comprehensive rehabilitation program. The firm should have the ability to establish and maintain effective relationships with the general public, and professional and technical staff.

The firm must present a comprehensive plan for rehabbing certain neighborhoods, wards or sections of the City.

This rehab program will be an owner occupied only.

Chosen firm will enter into a three (3) year contract with the City and its CDBG program to plan, manage and implement the housing rehabilitation program.

Proposals

Proposals should include the following:

1. Firm Background:

Indicate firm's background and qualifications to implement the proposed project. Information should include anticipated team members who will be assigned to the project along with team member individual qualifications. Design and supervision of this project must be made under a New York State licensed professional engineer.

2. Previous experience in similar projects:

Provide the following for each project undertaken:

- a. project location;
- b. project description and requirements;
- c. point of contact information including name, address and current telephone;
- d. project cost.

3. General understanding of project:

Indicate firm's understanding of requirements of this proposal request. Provide information of additional work which will be provided which the firm feels is necessary to this project but not included in this request for proposal.

Selection

The City of Dunkirk will rank the proposals received based on an evaluation of technical skills, staffing, experience, and price. The selection of a confirm will be made in rank order.

Submission Procedures

1. Three (3) copy of the proposal should be addressed to:

City of Dunkirk
Department of Planning and Development
342 Central Ave
Dunkirk, NY 14048

2. Proposals should be received by the City of Dunkirk no later than 12:00 p.m., Friday, September 14. Proposals may be sent in pdf format to info@cityofdunkirk.com.

Miscellaneous

1. It is contemplated that the remuneration for contracted services will be funded in whole or in part by Federal funds made available through the CDBG program. Contracts will therefore be subject to all applicable provisions of the CDBG program.
2. The City of Dunkirk reserves the right to reject any or all proposals; to negotiate any elements of a proposal; to conduct interviews at its sole discretion; and to solicit and/or select contractors for the program outside of the scope of this RFP.

3. The City of Dunkirk assumes no responsibility or liability for costs incurred by respondents to this Request for Proposals, including any requests for additional information, interviews, or negotiations.
4. Additional information regarding this Request for Proposals may be obtained at the address shown above or by calling (716) 366-9876