

Calumet County

Request for Proposals

CDBG –CLOSE Economic Development Plan

Proposal Due Date: Thursday, June 13, 2019

Project Overview

Calumet County is implementing a CDBG CLOSE program with a balance of approximately \$1,200,000. Using a portion of those funds as allowed by the CDBG CLOSE program, the county is requesting proposals for a consultant to prepare an Economic Development Plan that:

- Analyzes workforce housing and elderly housing needs in selected municipalities; and
- Explores opportunities to address the elimination of slum and blight in targeted communities.

The results of the Economic Development Planning process will be used to inform the county's plans for utilizing the remainder of the CDBG CLOSE funds.

Calumet County works in collaboration with its local communities to advance economic development opportunities. The intent of this plan is to foster development and redevelopment strategies to accomplish goals that are mutually beneficial for the county and local governments to leverage and achieve the best return on investment of CDBG funds.

Project Scope

This proposed scope of work is intended to be a general guideline of the type of work expected to be included in the Economic Development Plan. It is not intended to be prescriptive. The county is relying on professional expertise to determine the most appropriate scope of work.

Specific components to be addressed in the scope of work include:

- Be the lead entity to develop and complete the Calumet County CDGB CLOSE Economic Development (ED) Plan application to the Wisconsin Department of Administration, working in conjunction with Calumet County Economic Development staff.
- After securing CDBG CLOSE ED Plan funds, complete the following tasks to form the basis of an economic development plan:
 - Conduct an analysis of **workforce housing demand**, identifying gaps, issues, and recommended strategies for the Cities of Brillion, Chilton, and New Holstein, and the Villages of Harrison, Hilbert, Potter, Sherwood, and Stockbridge.
 - Conduct an analysis of **elder housing demand**, identifying gaps, issues, and recommended strategies for the Cities of Brillion, Chilton, and New Holstein, and the Villages of Harrison, Hilbert, Potter, Sherwood, and Stockbridge.
 - Explore opportunities to address the elimination of area wide and spot slum and blight at the following targeted locations, and make appropriate recommendations for potential redevelopment:
 - The former Brillion Iron Works site in Brillion;
 - The former Chilton Plating site and surrounding area in Chilton;

- The former Tecumseh site and surrounding area in New Holstein;
 - The former Bel Brands site in Hilbert;
 - Specific sites within the downtown Village of Sherwood area including 3 business/former business properties on Veterans Ave, and 3 homes/buildings on Military Rd; and
 - Any other sites deemed to be appropriate that meet CDBG criteria.
- Meet with county and local community staff and others as needed during the project to assure adequate levels of communication.
 - Evaluate opportunities and make recommendations for utilization of the county’s remaining CDBG CLOSE funds.
 - Administer the CDBG CLOSE planning grant on behalf of the county.

Project Budget and Timeline:

In addition to utilization of CDBG CLOSE funds to complete an economic development plan, the county has allocated up to \$7,000 to cover non-grant eligible activities including grant application and administration.

Timeline:

Release RFP	May 20, 2019
Deadline for written questions at 2:00pm	June 3, 2019
Deadline for responses to questions at 2:00pm	June 5, 2019
Proposal deadline at 2:00pm	June 13, 2019
Evaluation of Proposals and Interviews	June 14-28, 2019
Contract inception	July 1, 2019
Final report to county	April 10, 2020

Proposal Submission:

Proposals must be received by 2:00pm on Thursday, June 13, 2019. One PDF digital copy **and** two (2) printed hard copies must be submitted to:

Mary Kohrell, Community Economic Development Director
 Calumet County
 206 Court Street
 Chilton, WI 53014
 mary.kohrell@calumetcounty.org

Late responses will not be considered.

Questions regarding the RFP should be directed to Mary Kohrell via email at mary.kohrell@calumetcounty.org not later than June 3, 2019 at 2:00pm using the subject line: **CDBG CLOSE Economic Development Plan.**

Proposal should not exceed 20 printed pages, and should include

- Cover letter

- Scope of work and proposed deliverables including a description of the technical approach to the work, an outline of the tasks, and major benchmarks
- Description of the final plan
- Summary of project team (including any sub-consultants) with a description of staff experience and identification of project manager
- Examples of similar projects
- References from at least three (3) and no more than five (5) municipalities where similar work has been completed.
- Project timeline
- Project budget

Selection Criteria:

All submittals will be evaluated by a Committee of county and local government staff according to the following criteria, with a possible total of 100 points.

- Experience and availability of key personnel (10)
- Past Performance on similar projects (20)
- Demonstrated understanding of the project scope (15)
- Proximity to and familiarity with Calumet County and its local communities (10)
- Experience and creativity in conducting public outreach (5)
- Proposed project approach (20)
- Quality and completeness of the RFP submittal (20)

Calumet County reserves the right to reject any or all proposals submitted, and may require new proposals. Following the acceptance of a proposal, the County further reserves the right to negotiate the terms and conditions of the work requirements and the form of the contractual agreement with the firm chosen to provide the services as requested in this RFP.