

ASHLAND COUNTY PLANNING COMMISSION

110 Cottage Street Ashland, Ohio 44805 419-282-4262 419-282-4314 (Fax)

planning@ashlandcounty.org

15 January, 2009

PUBLIC NOTICE OF REQUEST FOR PROPOSALS REQUEST FOR QUALIFICATIONS (RFP/RFQ) FOR CONSULTANT SERVICES

The Board of Ashland County Commissioners is planning on applying for a Comprehensive Housing Improvement Program (CHIP) grant from the Ohio Department of Development to fund its CHIP Program. The County is interested in acquiring the services of a consultant to provide the necessary services to establish and supervise the County's administration of the CHIP grant.

Procedures for selection of the consultant will be in accordance with procurement requirements of the Ohio Small Cities Handbook and the provisions of the Ohio Revised Code.

All proposals will be evaluated in terms of experience, performance and capacity. The type of experiences desired are: experience with state and federal compliance requirements, experience planning and running CHIP programs, experience with field supervision and experience with competitive sealed bid procurement. Performance will be assessed in terms of timeliness, completion of work within budget on time and quality of work. Capacity will be evaluated in terms of number and type of staff to be assigned tasks, staff experience and staff time availability. The County will begin negotiations with the respondent obtaining the highest total score in the evaluation process.

All submissions shall be made to the Ashland County Planning Commission, 110 Cottage St., Ashland, Ohio 44805 by 4:00 PM 03 February, 2009. If you have any questions, please contact the Planning Commission at 419-282-4262 from 8:00 AM to 4:00 PM Monday to Friday.