

Lorain County Commissioners
Community Development Department

Request For Proposal on the Creation of a Consolidated Plan (CONPLAN), Analysis of Impediments to Fair Housing Choice (AI), Annual Action Plan (AAP), Neighborhood Revitalization Strategic Area (NRSA), and other Associated Information and Reports Necessary to Prepare and Submit Lorain County's Applications for Urban County Designation and Participating Jurisdiction (PJ) to Housing and Urban Development (HUD)

Interested firms and individuals may submit RFP's by e-mailing the Fiscal Department at jburns@loraincounty.us. Quotes shall be received at the **Lorain County Board of Commissioners, Fiscal Department, 226 Middle Ave, 4th Floor, Elyria, Ohio** no later than **January 26th, 2026 by Noon Eastern Standard Time**.

The following requirements will be used to measure the feasibility of each proposal. Lorain County has the right to interview any or all consultants and select the firm based upon review and analysis of the qualification stated.

I. General Information

A. Timeline

1. Lorain County has been informed by HUD that we qualify to submit for Urban County Designation by virtue of population (excluding the current entitlement cities of Lorain and Elyria).
2. Submission will take place in 2026 and the CONPLAN will cover 2027-2031. Subsequent years will require the County to reapply and services for reapplication are not included in this RFP.

B. Overall Scope

1. The company awarded the contract will be responsible for the preparation and creation of the CONPLAN, AI, PJ, and all other necessary information to submit complete applications to designate Lorain County as an Urban County and Participating Jurisdiction via HUD.
 - i. Lorain County Community Development (LCCDD) shall provide programmatic guidance regarding the direction the County wishes to form its Programs and Services and the awarded company shall tailor the Urban County Program to match

II. Specific Items to Address

Qualification and Experience Statements must address the following factors, which will be used as evaluation criteria for selection:

A. Experience

1. List key personnel including titles and work they will perform for this RFP
 - i. Include resumes for all key personnel
 - ii. Include references for the company to include prior projects
 - iii. Include the number of positions within your company encompassing contractors, subcontractors, interns, volunteers, and all other persons that are 100% remote regardless if positions will directly work on Lorain County Programs
2. Explain prior experience in the following programs, plans, or products:
 - i. Consolidated Plan (CONPLAN)
 - ii. Analysis of Impediments to Fair Housing Choice (AI)
 - iii. Community Development Block Grant Program (CDBG)
 - iv. Revolving Loan Fund (RLF)
 - v. HOME Investment Partnership (HOME)
 - vi. Emergency Solutions Grant (ESG)
 - vii. Consolidated Annual Performance and Evaluation Report (CAPER)
 - viii. Neighborhood Revitalization Strategic Area (NRSA)
 - ix. Annual Action Plan (AAP)
 - x. Participating Jurisdiction (PJ)
3. Prior experience developing CONPLANS, AIs, and other similar products and programs for Federal, State, and Local grants (address each individually).
4. Prior experience developing citizen participation, outreach, and other public disclosures mandated by HUD in relation to Urban County applications.
5. Identify all data sources that will be used in the creation of the CONPLAN

B. Approach

1. Detail the approach to how funding and outcomes in the CONPLAN would benefit political subdivisions directly and regionally

C. Timeline

1. The table below represents the timeline for completion

Contract Award	February 10 th , 2026
CONPLAN Development	February 2026 – May 15 th , 2026
Check-Ins	Duration of Development
Urban County and PJ Drafts	May 15 th , 2026
Completion	June 1 st , 2026

2. What is the timeline to complete the CONPLAN, AI, PJ, and necessary documentation?
- i. List all relevant milestones or other noteworthy times/dates and the length of time you require to complete
 - ii. List what information is needed from the County to meet which specific deadlines

D. Pricing

1. List full, complete, and detailed line-item cost of all necessary services, consulting, or other such related items.
2. List full, complete, and detailed line-item cost of all optional but related services, consulting, or other such related items.

III. Evaluation

- A. The criteria below will be used to evaluate RFP submissions

<u>Criterion</u>	<u>Factor</u>
Experience/Qualifications	20
HUD Regulation Competency	25
Project Methodology	35
Cost Proposal	15
References	5

III. Required Submittals

A. Information Accuracy Certification (page 5)

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440-328-2413

Information Accuracy Certification

I certify that the information contained in this bid is accurate and has been examined by company employee(s). If Artificial Intelligence, Machine Learning, or similar Constructs were utilized in any fashion their output was compared against the information input and for accuracy.

I certify that no information, statements, assertions, data, conclusions, recommendations, et cetera not examined after being put through Artificial Intelligence, Machine Learning, or similar Constructs is contained within this bid.

I certify that I am aware any mistakes contained within the bid due to Artificial Intelligence, Machine Learning, or similar Constructs are not a valid excuse and _____ bears liability.

(Company Name)

President/CEO/Officer
Printed Name

President/CEO/Officer
Signature

_____/_____
Date