

Brookville Owner-Occupied Rehabilitation Project

RE: REQUEST FOR PROPOSALS

Professional Administrative Services regarding the “Competitive Negotiation Method” of procurement of Administrative Services, including the following, as applicable:

Grant Administration
Environmental Review

The Town of Brookville Town Council is seeking proposals for the above-listed professional services.

DESCRIPTION OF PROJECT:

The Town of Brookville received funds for a grant from the Indiana Office of Community and Rural Affairs for an owner-occupied rehabilitation project for residents of the Town of Brookville incorporated limits.

DESCRIPTION OF SERVICES NEEDED:

The selected applicant organization will assist Town of Brookville in meeting all administrative requirements related to the implementation of projects utilizing CDBG funds including, as applicable, environmental review, financial preparation, monitoring and reporting, construction bid preparation (with home inspector), civil rights compliance, other record keeping, and related administrative tracking throughout the project close-out. The selected grant administrator will also be responsible for procurement and contracting directly with the home and radon inspectors. This amount should be included in the proposal. The length of the project is estimated to be eighteen months.

STATEMENT OF QUALIFICATIONS/PROPOSALS

Each prospective bidder must submit **three** Statements of Qualifications/Proposals which includes the following:

1. A description of expertise, experience, and resources directly available for this proposed project.
2. A list of similar projects previously completed.
3. A list of references (preferably from the last four years.)
4. A list of professional staff members.
5. Name of the person to oversee this project.
6. Description of scope of services as per “Description of Services Needed.” and proposed fee as per “Type of Contract.”
7. A project timeline.

The proposal shall also provide the following information: Name, title, address, and telephone number of individuals with authority to negotiate and bind the applicant contractually, and who also may be contacted during the period of proposal evaluation.

AWARD OF CONTRACT

Proposal Evaluation criteria shall include:

1. Specialized experience or technical expertise of the organization and its personnel in connection with the scope of services to be provided and the complexity of the project. (25%)
2. Past record of performance on contracts with the community and other clients, including quality of work timeliness and cost control. (25%)
3. Capacity of the organization to perform the work within time limitations, taking into consideration the current and planned workload of the firm. (10%)
4. Familiarity of the organization with the project and the type of problems applicable to the project. (20%)
5. Location of the organization. (10%)
6. Proposed price for services. (10%)

ANTICIPATED SCHEDULE OF ACTIVITIES:

Award Date	Oct 2025
Notice of Envir. Conditions	Nov 2025
Bid Deadline	March 2026
Notice of Release of Funds /Incur Costs	May 2026
Grant End Date	March 2027

TYPE OF CONTRACT:

The Town of Brookville will execute a fixed fee, not to exceed, type contract for this project.

FEDERAL REQUIREMENTS:

Town of Brookville, the Grantee, and the successful proposer will be required to comply with federal laws such as:

1. 24CFR Part 85.36
2. Title VI of the Civil Rights Act of 1964
3. Conflict of Interest (24 CFR Part 570)
4. Access of Records
5. Executive Order 11246 - Equal Employment Opportunity

6. Executive Order 12138 - Women Business Enterprise Policy
7. Architectural Barrier Act of 1968
8. Age Discrimination Act of 1975
9. Section 3 Clause – Housing and Urban Development Act of 1968
10. Section 504 – Rehabilitation Act of 1973
11. Retention and Custodial Requirements (24 CFR Part 85.42)
12. Executive Order 11063
13. Affirmative Action Program/Plan
14. Davis-Bacon and Related Acts

If you are interested in providing the services required, please note the Statement of Qualifications/Proposal must be received by Gina Gillman, Clerk/Treasurer, Brookville Town Hall, 405 E 7th Street, Brookville, IN 47012, **no later than 4:00 pm local time, on Friday, November 14th, 2025.** Proposals will be opened at the council 's meeting on November 17th, 2025, and reviewed for completeness and clarity according to the above criteria. If you have any questions, please call 765-647-3322.