

# **REQUEST FOR PROPOSALS (RFP) FOR ADMINISTRATIVE SERVICES**

The City of Pineville, Louisiana is accepting proposals from consultants for management and administrative services required by the City for the administration/implementation of the Louisiana Disaster Recovery Community Development Block Grant (CDBG) Program.

The project for which funds will be requested consists of:

The City has received a grant award for drainage and flood protection improvements under the Louisiana Watershed Initiative. Work will include the removal and replacement of undersized drainage pipes and installation of a system of subsurface drainage pipes and catch basins. The estimated costs of the improvements total \$1,422,000. All improvements will be within the existing corporate limits of the City.

## **PART ONE: SCOPE OF SERVICES**

The level and scope of services needed will be determined by the City. It is the intention of the City to award a cost reimbursement contract to the selected proposer. The scope of services that the consultant must be prepared and qualified to provide are as follows:

### **General Program Administration**

- Establish project files in the local governing body's office. These files must demonstrate compliance with all applicable state, local, and federal regulations. The project files must be monitored throughout the program to ensure that they are complete and that all necessary documentation is being retained in the community's files.

### **Citizen Participation**

- Assist in the conduct of public hearings. This includes, but is not limited to, such things as assisting with public notices, conducting hearings, etc.

### **Acquisition**

- Assist City in complying with regulations governing land acquisition (real property, easements, rights of ways, donation of property, etc).

### **Environmental Compliance**

- Prepare Environmental Review Record(s)

### **Financial Management**

- Ensure that the City has an acceptable financial management system as it pertains to finances of the Disaster Recovery CDBG program. An acceptable system includes, but is not limited to, cash receipts and disbursements journal and accompanying ledgers, and should conform to generally accepted principles of municipal accounting.
- Prepare the Requests for Payment to ensure consistency with the procedures established for the Disaster Recovery CDBG Program.
- Assist City in meeting the OCD/DRU's financial reporting requirements.

#### Public Facilities/Construction Management

- Assist the project engineer in the preparation of bid documents and supervise the bidding process consistent with state and federal regulations.
- Prepare construction contracts which comply with state and federal regulations. Examples are Conflict of Interest, Access to Records, DBA Labor Standards, Copeland Anti-Kickback Act, Safety Standards, Architectural Barriers, Flood Insurance, Clean Air and Water Act (for contracts over \$100,000), HUD Handbook (6500.3), 24 CFR 85.36,
- Obtain contractor clearance(s).
- Make progress inspections and certify partial payment requests.
- Assist in a final inspection of the project and in the issuance of a final acceptance of work.

#### Labor Compliance

- Secure the Department of Labor's federal wage decision and include it in the bid documents.
- Check weekly payrolls to ensure compliance with federal wage decision(s). Conduct on-site interviews and compare the results with the appropriate payrolls.
- Monitor construction to ensure compliance with labor standards provisions.

#### Fair Housing/Equal Opportunity

- Prepare the Section 504 self-evaluation and transition plan, if applicable.
- Prepare analysis of impediments to fair housing.
- Monitor construction to ensure compliance with equal opportunity Section 3, Section 109, Title VI, Civil Rights Act, EO 11246 (for contracts over \$10,000), Section 503, etc.

#### National Objective Compliance

- Conduct survey(s) in target area(s)
- Compile census data for target area(s)
- Conduct income verification of beneficiaries

#### Program Monitoring and Closeout

- Maintain project files in the local governing body's office. The project files must be monitored throughout the program to ensure that they are complete and that all necessary documentation is being retained in the community's files.
- Attend and assist the City during the OCD/DRU's monitoring visit(s). Prepare City's response to all monitoring findings.
- Prepare close-out documents.

## **PART TWO: PROPOSALS**

The following information should be included under the title "Request for Proposals for Administrative Services for the Disaster CDBG Program":

1. Name of proposer
2. Proposer address
3. Proposer telephone number
4. Proposer federal tax identification number
5. Name, title address, telephone number, fax number, and email address of contact person authorized to contractually obligate the Proposer on behalf of the proposer.

## **Contents of Proposal**

Proposers should letter and number responses exactly as the questions are presented herein. Interested proposers are invited to submit proposals that contain the following information:

1. Introduction (transmittal letter)
2. Background and Experience
3. Specialized Knowledge
4. Personnel/Professional Qualifications
5. Approach
6. Proposed Compensation

### **1. Introduction (transmittal letter)**

By signing the letter and/or offer, the Proposer certifies that the signatory is authorized to bind the Proposer. The proposal should include:

- a. A brief statement of the proposer's understanding of the scope of the work to be performed;
- b. A confirmation that the proposer meets the appropriate state licensing requirements to practice in the State of Louisiana if applicable;
- c. A confirmation that the proposer has not had a record of substandard work within the last five years;
- d. A confirmation that the proposer has not engaged in any unethical practices within the last five years;
- e. A confirmation that, if awarded the contract, the Proposer acknowledges its complete responsibility for the entire contract, including payment of any and all charges resulting from the contract;
- f. Any other information that the Proposer feels appropriate;
- g. The signature of an individual who is authorized to make offers of this nature in the name of the proposer submitting the proposal.

### **2. Background and Experience**

Proposers should:

- a. Describe Proposer's firm by providing its full legal name, date of establishment, type of entity and business expertise, short history, current ownership structure and any recent or materially significant proposed change in ownership.
- b. Describe any prior engagements in which Proposer's firm assisted a governmental entity in dealings with Disaster Recovery projects and any other projects relating to CDBG. Proposer should include all examples of work on similar projects as described in Part One. Proposer should provide a list of completed Disaster Recovery or projects, and/or similar CDBG projects. Proposer should provide the names, phone numbers, and emails of contact persons in the organizations for whom any projects referenced in this section were conducted. Proposer should include written references (letters or forms are acceptable) from previous clients attesting to the quality of work proposer cites in this section.
- c. Describe any issue the characteristics of which would be uniquely relevant in evaluating the experience of Proposer's firm to handle the proposed project.
- d. Provide current information on professional errors and omissions coverage carried by Proposer's firm, including amount of coverage.

### **3. Specialized Knowledge**

Proposers should:

- a. Describe their knowledge of HUD's requirements for the Community Development Block Grant Program.
- b. Describe their knowledge of OCD/DRU Disaster Recovery program.

### **4. Personnel/Professional Qualifications**

Proposers should:

- a. Identify staff members, in the job classifications of (1) Executive, (2) Project Manager, (3) Analyst III, (4) Analyst II, who would be assigned to act for Proposer's firm in key management and field positions providing the services described in the Proposal, and the functions to be performed by each.
- b. Include resumes or curriculum vitae of each such staff member designated above, including name, position, telephone number, fax number, email address, education, and years and type of experience. Describe, for each such person, the projects relevant to CDBG and/or Disaster Recovery on which they have worked. Provide the names, telephone numbers, and email addresses of contact persons with the firms or organizations with whom these staff members worked on CDBG and/or Disaster Recovery projects.
- c. Estimate the number of persons to be assigned to this project.

### **5. Approach**

Proposers should:

- a. Clearly describe the unique approach, methodologies, knowledge and capability to be employed in the performance of the Scope of Services.
- b. Present innovative concepts, approaches, and methodologies, if any, not discussed in the Scope of Work for consideration.

### **6. Proposed Compensation**

For each separate task proposer shall provide the following cost component details:

- a. Direct labor hours per task by job classification (as listed 4, Personnel/Professional Qualifications, above), hourly rate by job classification, fringe benefits as either percent or absolute dollar per hour amount; mileage and per diem required per task, contracted services or materials identified by quantities and cost per unit; and overhead as a percent of direct costs or dollar amount per direct labor hour. (See "Cost Component Detail" Exhibit 6-4 of Disaster Recovery CDBG Administrative Manual; a spreadsheet version of Exhibit 6-4 is available online <http://www.doa.louisiana.gov/cdbg/dradmin-manual.htm>).
- b. In addition for each separate task, the proposer may provide a total price per task; consisting of the quantity of units and price per unit as applicable. (See "Price Detail" Exhibit 6-4 of Disaster Recovery CDBG Administrative Manual). Any final price per task will be subject to a cost reasonableness determination and final negotiation.

In order to be considered, proposals must be received by the City prior to 10:00 a.m., Tuesday, August 6, 2024. The City reserves the right to reject any or all proposals.

All proposals should be sealed and identified on the outside as;

**DISASTER RECOVERY CDBG APPLICATION**

Implementation Proposal  
Administrative Consultant

All proposals will be scored and ranked with the highest rated firm being awarded a contract. Two copies of the proposal and the required supplemental information should be provided.

**PART THREE: SELECTION CRITERIA**

All responses to the proposal will be evaluated according to the following criteria and corresponding rating system. The proposals will be evaluated on the basis of written materials. Sufficient information must be included in the proposal to assure the correct rating. Incomplete or incorrect information may result in a lower evaluation.

a. Selection Criteria:

- (1) Proposal cost;
- (2) Personnel qualifications

Consideration can be given to a combination of education attainment and years of CDBG experience of proposer's staff.

Consideration can be given to particular types of experience relevant to the Disaster Recovery proposal.

- (3) Prior experience

Consideration can be given to the number and types of local government proposers have worked with in the past.

Consideration can be given to the number of CDBG projects proposers have completed relevant to the DR proposal.

Consideration can be given to the diversity of types of programs proposer has conducted in the past.

- (4) Technical excellence

Consideration can be given to the proposer's knowledge of the CDBG program.

Consideration can be given to the proposer's staff expertise in particular CDBG program areas

Consideration can be given to the proposer's unique contributions or processes developed in the conduct of previous CDBG programs.

b. Rating System: Proposal evaluation will be conducted using numerical weights rating system. Respondents will be evaluated on the basis of written material submitted according to the following factors:

- |                              |         |
|------------------------------|---------|
| (1) Proposal Cost            | 20 pts. |
| (2) Personnel Qualifications | 20 pts. |
| (3) Prior Experience         | 20 pts. |
| (4) Technical Excellence     | 20 pts. |

Questions concerning this proposal should be addressed to Chris Workman, City Clerk at (318) 449-5660. Responses to this RFP should be hand-delivered and/or mailed to Honorable Rich Dupree, Mayor, at the City Hall at 910 Main Street, Pineville, Louisiana 71360.

Responses to this RFP must be received no later than 10:00 a.m. on Tuesday, August 6, 2024. Please state "Disaster Recovery CDBG Proposal Grant Management Services" on the cover.