

## REQUEST FOR PROPOSALS FOR GRANT ADMINISTRATIVE SERVICES

Open – Friday September 27, 2013

Close – Friday October 11, 2013 3pm Mountain Time



The City of New Meadows is seeking assistance in planning, developing, grant writing, and administering a project for several projects; Storm Drainage – design, engineering & construction, Street Infrastructure – design, engineering & construction, Water Infrastructure – planning, design, engineering & construction, Sewer Infrastructure – planning, design, engineering & construction, and other tasks assigned by the New Meadows City Council for a period of 3 years in which the city may qualify for ICDBG funds.

The City Council of New Meadows is soliciting proposals for services to assist the city in planning, developing, obtaining and managing ICDBG funds for the completion of this project. The agreement will be on a fixed price basis, with payment terms to be negotiated with the selected offeror. Reimbursement for grant administration activities will be contingent on the city receiving ICDBG funds.

Services to be provided include:

1. Grant Writing to include: (services not eligible for ICDBG funding)
  - a. Project planning and development
  - b. Preparing ICDBG application
2. Grant Administration to include: (services eligible for ICDBG funding)
  - a. Project Set-Up – file set-up, facilitating financial management procedures, meetings, planning sessions, responding to inquiries, and explaining ICDBG requirements to City of New Meadows and/or sub-recipient.
  - b. Environmental Review – Conducting an environmental review that complies with 24 CFR Part 58. Duties include, but are not limited to, assessing project site, gathering and verifying documentation, preparing an environmental review record including established mitigation measures and public notices. Securing IDC’s environmental concurrence.
  - c. Acquisition and Relocation – Ensure City of New Meadows complies with the Uniform Relocation Assistance and Real Property Acquisition Policies Act for any property, permanent easements or long-term leases acquired for the ICDBG project. Includes ensuring necessary processes followed and documented.

- d. Labor Monitoring – Ensuring construction contractors are meeting the requirements of the Davis Bacon Act, Copeland Act, CWHSSA, and Fair Labor Standards Act. Duties include, but are not limited to educating contractors about the labor requirements, providing labor documents and forms, identify appropriate wage determination, reviewing and tracking payrolls, conducting employee interviews, identifying and investigating errors, reporting and facilitating the correction of errors or problems, and completion of required labor reports.
- e. Project Monitoring (during procurement and construction) – Assist the City of New Meadows in the selection of a design professional and/or contractors in accordance with ICDBG requirements. Participating in pre-bid, pre-construction and construction progress meetings. Review of bidding documents, construction progress monitoring, reporting, and construction close-out. Ensuring proper disbursement and documentation of ICDBG expenditures.
- f. Civil Rights – Completing ICDBG civil rights activities and documents. Duties include ensuring completion of Section 3 Reporting, Contractor/Sub-contractor Activity Report, Limited English Proficiency (LEP) Plan, and other resolutions. Duties also include promoting disadvantage business enterprises and fair bidding practices.
- g. Fair Housing Plan – Ensuring City of New Meadows affirmatively further fair housing. Duties include assisting City of New Meadows in a fair housing assessment and completing a fair housing plan.
- h. 504 / ADA Self Evaluation and Transition Plan – Assist the City of New Meadows in conducting a self-evaluation of its facilities and services and developing a transition plan.
- i. Project Close-Out – Documentation that City of New Meadows has met their ICDBG national objective and contractual performance requirements. Ensure all project(s) and close out documents are submitted and approved by IDC. Ensure requested documents, findings and concerns are addressed and resolved.

The services will not include the disbursement or accounting of funds distributed by the city's financial officer, legal advice, fiscal audits or assistance with activities not related to the project.

Responses should include and will be evaluated according to the following criteria:

Capability to Perform Project (i.e., firm's history, areas of expertise, address of office that will manage project, length of time in business, firm's legal structure, firm's commitment to provide necessary resources to perform and complete project). (10-30 pts.)

Relevant Project Experience (i.e., description of other projects executed by the firm that demonstrate relevant experience; list of all public sector clients for whom you have performed similar work in the past five years, which should include name, address, and phone number of a person who can be contacted regarding the firm's performance on the project). (10-30 pts.)

Qualifications of Project Team (i.e. résumé for the key people assigned to the project including sub-consultants; key personnel roles and responsibilities on this project; identify project manager who will be responsible for the day-to-day management of project tasks and will be primary point of contact). (10-30 pts.)

Project Approach and Schedule (i.e., the tasks that must be accomplished to complete the project; how the firm proposes to execute the tasks; unique aspects of the project and alternative approaches the owner might wish to consider). (10-30 pts.)

Selection Committee Interview. (Optional) Firms should be asked to make brief presentations covering their relevant experience, their understanding of the project's requirements and their own approach to designing and supervising the job.(10-30 pts.)

**Note: if a large number of proposals are received the City of New Meadows reserves the right to interview only the top ranked proposals.**

Total Points Possible = 130

Selection of finalists to be interviewed will be based on an evaluation of the written (and interview) responses. Award will be made to the most qualified administrator whom is deemed most advantageous to the City of New Meadows, all evaluation criteria considered.

Questions and responses should be directed to:

Mayor Julie Spelman – or –  
City Clerk / Treasurer Jacob “Mac” Qualls  
PO Box 324  
New Meadows, ID 83654

All responses must be received no later than October 11, 2013 by 3pm

Please state "New Meadows Grant Administrative Services Proposal" on the outside of the response package.

This solicitation is being offered in accordance with OMB Circular A-102 and the Idaho statutes governing procurement of professional services. The City Council of New Meadows reserves the right to negotiate an agreement based on fair and reasonable compensation for the scope of work and services proposed, as well as the right to reject any and all responses deemed unqualified, unsatisfactory or inappropriate.