**SAMPLE**

**REQUEST FOR PROPOSALS FOR**

**AN ADMINISTRATIVE CONSULTANT**

***(This is only a sample. Each governing body must prepare a request for proposals that is specific to its own needs.)***

The (City/County/Township/Village) is accepting proposals from consultants for management and administrative services required by the (City/County/Township/Village) for administration/implementation of a proposed Community Development Block Grant (CDBG) if funded by the state. The project for which funds will be requested consists of (enter explanation here).

**Overview**

A fixed sum contract on a cost reimbursement basis will be negotiated with the actual fees for services subject to state approval and funding. When the UGLG is determining the request for proposal for a Certified Grant Administrator (CGA) on a project, the UGLG must have the CGA provide justification for their administrative costs. CDBG funds can be utilized for the payment of overall program administration costs that are associated with the funded CDBG project; such costs must be within the amounts allowed under the CDBG Program.

**PART ONE: SCOPE**

The scope of services that the consultant must be prepared and qualified to provide are as follows:

1. **General Tasks**
2. Establish project files in the GRANTEE’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 GRANTEE’s files.
3. With the assistance of the GRANTEE, help conduct public hearings. This includes, but is not limited to, such things as assisting with public notices, conducting hearings, etc.
4. Prepare the Section 504 self-evaluation and transition plan, if applicable.
5. Prepare one analysis of impediments to fair housing.
6. Ensure all Citizen Participation Requirements are met.
7. Assist GRANTEE in establishing and maintaining one Section 3 plan and appropriate reports.
8. Prepare progress reports for the GRANTEE, including obtaining financial and employment data from the developer. The estimated units for this task are \_\_\_\_\_ semi-annual progress reports;
9. Prepare and submit for approval Community Development Block Grant Amendments as necessary and conduct public hearings if required.
10. Other general tasks as necessary, including but not limited to, coordinating and meeting with key players, preparing amendment requests for GRANTEE, and preparing environmental review amendments for GRANTEE.

**Total estimated hours for General Tasks: \_\_\_\_\_\_\_\_\_ Hours**

1. **Financial Management**
2. Prepare the Requests for Payment to ensure consistency with the procedures established for the CDBG Program. The estimated units to complete this task are \_\_\_\_;
3. Ensure that the GRANTEE has an acceptable financial management system as it pertains to finances of the 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.
4. Make progress inspections and certify private investment.
5. Provide assistance during annual audit of CDBG programs, as necessary.

**Total estimated hours for Financial Management: \_\_\_\_\_\_\_\_\_ Hours**

1. **Environmental Review - per project**
2. Assist GRANTEE with determining the required level of environmental review and prepare the required paperwork.
3. Assist GRANTEE in providing documentation to ensure that project costs are not incurred until after the completion of the environmental review and authorization from the GRANTOR.

**Total estimated hours for Environmental Review: \_\_\_\_\_\_\_\_\_ Hours**

1. **Land Acquisition, Relocation, and One for One Replacement**
2. Assist GRANTEE in complying with regulations governing land acquisition (real property, easements, rights of ways, donation of property, etc.).
3. Assist GRANTEE in complying with regulations governing relocation of persons, including individuals, businesses and farms.
4. Assist GRANTEE in complying with regulations governing the demolition/conversion of lower income dwelling units and the replacement of such dwelling units.

**Total estimated hours for Land Acquisition, Relocation, and One for One Replacement: \_\_\_\_\_\_\_\_\_ Hours**

1. **Procurement**
2. Establish and maintain Procurement Policies and files.
3. Assist the GRANTEE in preparing all RFPs/RFQs for any additional necessary professional services such as appraisal, architectural/engineering, legal and other services needed for projects
4. Review and analyze proposals for qualifications, cost, and other factors.
5. Provide required procurement reports to and obtain approvals from MEDC as appropriate.
6. Maintain procurement records including selection process, advertisements, reasons for selections, minutes of bid openings, etc.
7. Maintain Section 3 file for each contract in excess of $100,000.
8. Provide annual Project DBE and other related procurement reports.

**Total estimated hours for Procurement: \_\_\_\_\_\_\_\_\_ Hours**

1. **Construction and Labor Compliance**
2. Assist the project engineer in the preparation of bid documents and supervise the bidding process consistent with state and federal regulations.
3. Secure the Department of Labor’s federal wage decision and include it in the bid documents.
4. Prepare construction contracts which comply with state and federal regulations. Examples are Conflict of Interest, Access to Records, 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, Section 3, Section 109, Title VI, Civil Rights Act, EO 11246 (for contracts over $10,000), Section 503, etc.
5. Obtain contractor clearance(s).
6. Check weekly payrolls and complete Payroll Review Worksheet to ensure compliance with federal wage decision(s). Conduct on-site interviews and compare the results with the appropriate payrolls.
7. Monitor construction to ensure compliance with equal opportunity and labor standards provisions.
8. Assist in a final inspection of the project and in the issuance of a final acceptance of work.
9. Assist the project architect/engineer in obtaining any necessary permits.
10. Monitor Section 3, DBE and other contractor and subcontractor reports.

**Total estimated hours for Construction and Labor Compliance: \_\_\_\_\_\_\_\_\_ Hours**

1. **Rental Rehabilitation Specific Tasks**

A. Assist with managing rehabilitation portion of project as required through MSHDA to assure compliance with all regulations.

B. Attend meetings with City personnel, City Council and owner for informational purposes and public hearings.

C. Prepare State Historic Preservation Office (SHPO) site specific review.

D. Prepare bid specifications to work with plans as provided by design professional.

E. Serve as primary contact for property owner and contractor.

F. Prepare all closing and construction documentation for contractor, owner, and the GRANTEE.

G. Attend all inspections of completed work with owner and GRANTEE and prepare financial requests.

H. Oversee budget management, fund draws, leveraged fund summary SHPO response, Proforma changes and final outcome report.

I. Work with property owners to assure rental compliance and eligibility.

J. Review leases for Fair Housing and MSHDA compliance.

K. Inspect property after 3 years to assure maintenance.

L. Assist GRANTEE in preparation of Release of Lien document after 5 years.

**Total estimated hours for Rental Rehabilitation Specific Tasks: \_\_\_\_\_\_\_\_\_ Hours**

1. **Monitoring and Close Out**
2. Attend and assist the GRANTEE during the MEDC’s monitoring visit(s). Prepare GRANTEE’s response to all monitoring findings.
3. Prepare close-out documents.
4. Conduct and document Performance Public Hearings on an annual and/or project basis as required.

**Total estimated hours for Monitoring and Close Out: \_\_\_\_\_\_\_\_\_ Hours**

1. **National Objective Compliance, Surveys, and Income verification**
2. For job creation: Compile semi-annual employment data from developer and submit to GRANTEE on a timely basis. The estimated units for this task are \_\_\_\_\_\_ semi-annual job summary reports and associated income certification forms.
3. For blight elimination: Obtain local building inspector letter certifying that the project eliminated specific conditions of blight.
4. For housing projects: Obtain documentation that at least 51% of the rental units are affordable and at least 51% of the rental units are leased to low income households.

**Total estimated hours for National Objective Compliance: \_\_\_\_\_\_\_\_\_ Hours**

**TOTAL HOURS FOR ALL TASKS: \_\_\_\_\_\_\_\_\_ Hours**

**PART TWO: PROPOSALS**

1. Proposals will be considered by the (City/County/Township/Village)at a meeting to be held at (am/pm) on the day of, 20xx. In order to be considered, proposals must be received by the *City/County* prior to (am/pm) on the day of, 20xx. The (City/County/Township/Village)reserves the right to reject any or all proposals.
2. All proposals should be sealed and identified on the outside as;

20xxCDBG Administrative Consultant Implementation Proposal

All proposals will be scored and ranked with the highest rated firm being awarded a contract. (***Note****: If a competitive range and oral interviews will be held, then this procedure must be stated.)*

1. The proposal must include an hourly rate, including fringe benefits plus travel and material costs, if applicable. The proposal must include a justification of the hourly rate, a brief history of the firm and a resume of each person in the firm who will be assigned to the project. The proposal must also include a list of local governing bodies for which the firm has been under contract with for CDBG administration during the last four calendar years; this list will be used for reference purposes. All references must indicate excellent program performance.
2. Questions concerning this proposal should be addressed to Name and contact information. Proposals may be hand delivered or mailed to Address.

**PART THREE: SELECTION CRITERIA**

*(****Note****: These are sample criteria only. Each local government must develop its own criteria and identify those along with the corresponding point system (including ranges) which will be used to evaluate the proposals received.)*

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

**REQUIRED CONSIDERATION** *(****Note****: Price must be one of the criteria utilized in evaluating proposals and must be evaluated using a point system which allocates at least ten percent of the total possible points to price consideration.)*

The lowest proposal will receive the maximum points. Other, more expensive proposals will receive reduced points based on the following formula with rounding to the nearest tenth

*(****Note****: If a competitive range and oral interviews will be held, then the package must state that procedure.)*

**Lowest Proposal x Total Possible Price Points = Points allocated to a more expensive proposal \_\_\_\_\_ pts.**

*Example****:***

100 points is the total possible points. (Other point scales may be chosen.)

10% of total possible points are the price consideration. (Percent’s greater than 10% may be chosen.)

Proposal 1 is for $ 27,000

Proposal 2 is for $ 20,000

Proposal 3 is for $ 30,000

Step 1: Determine points allocated for price -- 100 x 10% = 10 points

Step 2: Award ten points to the lowest priced proposal (Proposal 2 is awarded **10 points**)

Step 3: Allocate a proportionally reduced amount of points to the higher proposals

Proposal 1 20,000 x 10 = **7.4 points** Proposal 3 20,000 x 10 = **6.7 points**

27,000 30,000

**OPTIONAL CONSIDERATIONS**  (These are sample criteria and may be modified.)

Educational background of project manager who will be assigned to project - the highest level attained will receive the assigned number of points shown for that level:

High school diploma \_\_\_\_\_ pts.

College degree \_\_\_\_\_ pts.

Masters or PhD \_\_\_\_\_ pts.

Firm's experience in administering CDBG projects during the last four calendar years; name of locality under contract with the firm and type of project administered:

Administered no CDBG projects \_\_\_\_\_ pts.

Administered 1-5 CDBG projects \_\_\_\_\_ pts.

Administered more than 5 CDBG projects \_\_\_\_\_ pts.

Length of time the firm has been in business:

Less than 5 years \_\_\_\_\_ pts.

5 to 10 years \_\_\_\_\_ pts.

Over 10 years \_\_\_\_\_ pts.

Firm is a certified Section 3 Business \_\_\_\_\_ pts.

Firm is a Minority Business Enterprise \_\_\_\_\_ pts.

**TOTAL POINTS FOR REQUIRED AND OPTIONAL CONSIDERATIONS \_\_\_\_\_** pts.

Questions concerning this proposal should be addressed to (city clerk/county administrator) at (phone number). Proposals should be hand-delivered to (city clerk/county administrator) at the (city hall/county office) at (address) or mailed to (city clerk/ county administrator), at the (city hall/county office) at (address).