

## REQUEST FOR PROPOSAL ADMINISTRATIVE CONSULTANT

The Village of Palmetto is accepting proposals from CDBG grants consultants for management and administrative services required by the Village for the preparation of Disaster Recovery Community Development Block Grant Municipalities Infrastructure application and subsequent administration/implementation of the project that is in conformance with the Louisiana Recovery Authority and the Disaster Recovery Unit's Program requirements. The project for which funds have been awarded are from the State of Louisiana's CDBG funds under the Municipalities Infrastructure Program; and

The Disaster Recovery Project funded by Gustav/Ike is for Palmetto Generator Project.

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

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

The level and scope of services, if any, will be determined by the Village in conformance with the Louisiana Recovery Action Plan and each project's requirements. A fixed sum contract on a cost reimbursement basis will be negotiated with the actual fees for services for the total allocation subject to approval by and funding from the State of Louisiana Division of Administration Office of Community Development. CDBG funds will be utilized for the payment of overall program administration costs which are associated with the funded MUNICIPALITIES INFRASTRUCTURE PROGRAM; such costs must be within the amount allowed under the OFFICE OF COMMUNITY DEVELOPMENT DISASTER RECOVERY UNIT MUNICIPALITIES INFRASTRUCTURE PROGRAM. The scopes of services, which the CDBG grants consultant must provide, are as follows:

- i. Prepare the Cooperative Endeavor Agreements, and all Application documents required.
- ii. Prepare Environmental Review Record and submit all other items required to clear the contract conditions. All contract conditions must be cleared within six months of the Village's notification of application approval.
- iii. Prepare the Request for Payment to ensure consistency with the procedures established by the DISASTER RECOVERY UNIT.
- iv. Ensure that the community has an acceptable financial management system as it pertains to finances of the DISASTER RECOVERY UNIT. An acceptable system includes, but is not limited to, cash receipts and disbursements journal and

complete and that all necessary documentation is being retained in the community's files.

- vi. With assistance of the community, help conduct public hearings. This includes but not limited to assisting with public notices, conducting hearings, etc.
- vii. Assist grant recipient in complying with regulations governing land acquisition (real property, easements, rights of way, donation of property, etc...).
- viii. Assist the procured project engineer in the preparation of all bid documents and review the bidding process consistent with the state and federal regulations.
- ix. Secure the Secretary of Labor's wage decision from the State and include it in the bid documents.
- x. Review construction contracts, which comply with the state and federal regulations. Examples are conflicts 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) OMB Circular A-1 02, (Attachment 0), Section 3, Section 109, Title IV, Civil Rights Act, EO 11246 (for contracts over \$10,000), Section 503, etcetera.
- xi. Obtain contractor and subcontractor clearances from the state.
- xii. Check weekly payrolls to ensure compliance with equal opportunity and labor standards provisions.
- xiii. Monitor construction to ensure compliance with equal opportunity and labor standard provisions.
- xiv. Make progress inspections and certify partial payment requests.
- xv. Attend and assist the Village during the State's monitoring visit(s). Prepare Village's response to any monitoring findings.
- xvi. Assist in a final inspection of the project and assist the Village in the issuance of a final acceptance of work.
- xvii. Prepare the Section 504 self-evaluation and transition plan.
  
- xx. Prepare, if required, an analysis of the impediments to fair housing.

### **PART TWO: PROPOSALS**

The following information should be included under the title "Request for Proposals for Administrative Services for the Municipalities Infrastructure Program – CDBG - DRU 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 responsibility for the scope of services within the contract, including payment of charges resulting from the scope of services within the contract up to the proposers current limit of professional liability;
- 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 projects as described in Part One. Proposer should provide a list of ongoing or completed Disaster Recovery projects, and/or CDBG projects.
- 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) Senior Grant Manger, (2) Grant Manager, (3) Asst. Grant Manager, (4) Financial Manager, 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.
- 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. Proposer shall give a total fee proposal. Proposer shall provide a Detail Cost of the total fee.
- b. Direct labor hours per scope of services 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>).
- c. 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.

Proposals will be considered by the Village of Palmetto at a meeting to be held at Village Hall on May 9, 2016. In order to be considered, proposals must be received by the Village of Palmetto prior to 10:00 a.m. on May 9, 2016. The Village of Palmetto reserves the right to reject any or all proposals.

All proposals should be sealed and identified on the outside as; **MUNICIPALITIES INFRASTRUCTURE PROGRAM - DISASTER RECOVERY UNIT APPLICATION PREPARATION AND IMPLEMENTATION PROPOSAL - ADMINISTRATIVE CONSULTANT.**

The Village reserves the right to reject any and all proposals.

All proposals shall be made in hard copy, signed in the original, and received and date stamped by the Village on or before 10:00 a.m., May 9, 2016. There shall be two (2) additional copies provided.

Proposals are to be mailed to:

Marx Budden, Mayor  
Village of Palmetto  
P O Box 220  
Palmetto, LA 71358

Proposal Submittal

Questions concerning this qualification statement should be faxed in writing to:  
(337) 623- 2511 ATTN: Krista Mouille, Clerk, Village of Palmetto, P O Box 220, Palmetto, LA  
71358. The Village's telephone number is 337-623-4426.

Proposals are due no later than 10:00 a.m., May 9, 2016.

All proposals will be scored and ranked with the highest rated firm being awarded a contract.  
Three 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 numerical rating system. The maximum number of points is 100. 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 Costs

**15 Pts.**

**Required Price Consideration**

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

$$\frac{\text{Lowest Proposal}}{\text{More expensive proposal}} \times \text{Total Possible Pts.} = \text{Pts. Allocated to a expensive proposal}$$

**Statement of Cost: when combined with the proposed cost, the following evaluation factors will be significantly more important than cost.**

## SECTION B: Non Cost Evaluation

### **Non Cost Evaluation Factors**

**Below are six non cost evaluation factors for using in a rating system. The total points are the maximum numerical points allowable under each factor. Under each factor are sub factors with maximum points assigned. Proposers are to be graded within each sub factor from 0 to the maximum point and then totaled for each factor.**

#### 1. Personnel qualifications

**15 Pts.**

- Consideration can be given to a combination of education attainment and years of CDBG experience of proposer's staff. **10 pts**
- Consideration can be given to particular types of experience relevant to the Disaster Recovery proposal. **5pts.**

#### 2. Management capability

**10 Pts.**

- Consideration can be given to employees' depth of skills of proposer. **2 pts.**
- Consideration can be given to the number of employees proposers will devote to this proposal. **2pts.**
- Consideration can be given to the length of time proposers have been in business. **2 pts.**
- Consideration can be given to diversity of experience proposers have in conducting federal grant programs. **2pts.**
- Consideration can be given to financial capacity of the firm to undertake the contract. **2pts.**

#### 3. Prior experience

**20 Pts.**

- Consideration can be given to the number and types of local government proposers have worked with in the past. **10pts.**
- Consideration can be given to the number of CDBG projects proposers have completed relevant to the DR proposal. **5pts.**
- Consideration can be given to the diversity of types of programs [*housing, public facilities, economic development*] proposer has conducted in the past. **5pts.**

#### 4. Technical excellence

**15 Pts.**

- Consideration can be given to the proposer's knowledge of the CDBG program. **5pts**
- Consideration can be given to the proposer's staff expertise in particular CDBG program areas [*acquisition, housing rehabilitation, financial management etc.*] **5pts.**
- Consideration can be given to the proposer's unique contributions or processes developed in the conduct of previous CDBG programs. **5pts.**

5. Past performance

**20 Pts.**

- Consideration can be given to the number and quality of proposer's references attesting to the quality of work with previous CDBG grants.

Greater than 50 CDBG Projects	<b>20 Pts.</b>
25-49 CDBG Projects	<b>10 Pts.</b>
0-24 CDBG Projects	<b>5 Pts.</b>

The Village of Palmetto shall authorize proposers, if requested, to identify past or current contracts that are similar in nature to the proposal and to provide information on problems encountered on the identified contracts and the proposer corrective actions. In the case of proposer(s) without a record of relevant past performance or for whom information on past performance is not available, the proposer may not be evaluated favorably or unfavorably on past performance.

6. Compliance with solicitation requirements

**5 Pts.**

- Consideration can be given to the proposer's understanding of the scope of the work to be performed.**3pts.**
- Consideration can be given to the proposer's completeness in its submission to the RFP.**2pts.**

**Total Non-Cost Evaluation Factors**

**85 pts.**

The selection of the finalists to be interviewed, if any is required, will be based on an evaluation of the written responses. The award will be made to the most qualified offeror whose qualification statement is deemed most advantageous to the community, all factors considered. Unsuccessful offerors will be notified as soon as possible.

**TOTAL POINTS FOR REQUIRED AND OPTIONAL CONSIDERATION 100 PTS**