CITY OF NATCHITOCHES

REQUEST FOR PROPOSALS FOR CDBG GRANT MANAGEMENT AND ADMINISTRATION

Revised August 19, 2022

Part 1: Scope of Grant Management and Administration Services to Be Provided

The City of Natchitoches is seeking the services of a consulting firm to provide grant management and administrative duties for submittal of an application for a qualifying project under the Louisiana Community Development Block Grant [LCDBG] Program for Fiscal Year 2023.

The firm selected through this RFP process will be tasked with assisting the City of Natchitoches in meeting all requirements of the State of Louisiana Office of Community Development [OCD] and the U.S. Department of Housing and Urban Development [HUD] for the Community Development Block Grant Program, throughout all phases of this project.

It is the intention of the City of Natchitoches to award a Fixed Price contract to the selected proposer, within the amounts allowed under the CDBG Program.

The specific tasks to be completed by the selected grant management and administration firm include the following:

1. Citizen Participation – Assist the City of Natchitoches in developing an approved Citizen Participation Plan in compliance with Section 508 of the Housing and Community Development Act of 1974, as amended. Assist in scheduling and conducting public hearings as required, including assisting with public notices, conducting hearings, etc.

2. Project Selection – Based on citizen feedback, assist the City of Natchitoches in the selection of a project that will qualify for LCDBG funding and assist City personnel as needed in completion of the application for the selected project.

3. General Program Administration – Assist City of Natchitoches personnel in the establishment of project files in the Office of the Finance Director that demonstrate compliance with all applicable state, local, and Federal regulations. Monitor project files throughout the project to ensure they are complete and that all necessary documentation is being retained.

4. National Objective Compliance – Compile census data and/or conduct surveys in the target area. Conduct income verification for project beneficiaries.

5. Environmental Compliance – Prepare a HUD Part 58 Environmental Assessment for the Project.

6. Financial Management – Ensure the City of Natchitoches has an acceptable financial management system as it pertains to finances of the CDBG Program. Prepare Requests for Payment to ensure consistency with the procedures established for the CDBG Program. Assist the City in meeting the OCD/HUD financial reporting requirements.
7. Construction Compliance – Assist the City of Natchitoches in the preparation of the bid documents and construction contract, and in review of the bidding process, in order to ensure compliance with state and Federal regulations. Obtain contractor clearances.

8. Labor Compliance – Secure the Department of Labor’s federal wage rate decision and ensure that it is included in the bid documents. Assist the City of Natchitoches in the review of weekly payrolls and in the conduct of on-site interviews to ensure compliance with the Federal wage decision. Monitor construction activities to ensure compliance with labor standards provisions.

9. Fair Housing/Equal Opportunity – Prepare the Section 504 self-evaluation and transition plan. Prepare an 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, Section 503, etc.

10. Program Monitoring and Closeout – Assist the City of Natchitoches in maintaining the required project files and monitoring same to ensure that they are complete and that all necessary documentation is being retained. Attend and assist the City during OCD monitoring visits and prepare the City’s response to all monitoring findings. Prepare closeout documents.

11. Miscellaneous – Provide other assistance to the City of Natchitoches as requested.

Part 2: Firm Qualifications

Firms to be considered shall be experienced in the management and administration of projects administered by the Louisiana Office of Community Development, including the Community Development Block Grant Program.

If the firm intends to utilize a subcontractor to complete portions of the work, this should be noted and the subcontractor’s past experience in the specific areas of the work shall be specifically documented.

Part 3: Submittal of Responses to This RFP

Responses to this Request for Proposals shall include the following parts:

1. General:
   a. Name, address, telephone number, e-mail address, and Federal tax identification number of Proposer.
   b. Name and contact information for the person authorized to contractually obligate the Proposer on behalf of the Proposer.

2. Introduction:
   a. A brief statement of the Proposer’s understanding of the scope of work to be performed.
   b. A confirmation that the Proposer meets the appropriate State licensing requirements to practice in the State of Louisiana.
   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. The signature of the individual who is authorized by the Proposer to provide information of this nature.

3. **Background and Experience:**

   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 Community Development Block Grant Program projects. Include examples of work on similar projects as previously described in this RFP and a list of completed projects, including the names, phone numbers, and email addresses of contact persons in the organizations for whom any projects referenced in this section were conducted. Proposer should include written references from previous clients attesting to the quality of work and compliance with performance schedules Proposer cites in this section.

   c. Describe any issue 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 insurance coverage carried by Proposer’s firm, including amount of coverage.

4. **Specialized Knowledge:**

   a. Describe the firm or Consultant’s knowledge of OCD and HUD requirements for the Community Development Block Grant Program.

5. **Personnel/Professional Qualifications:**

   a. Include resumes of each staff member who will be assigned to this project, 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 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 these projects.

   b. Estimate the number of persons to be assigned to this project.

6. **Approach:**

   a. Clearly describe the unique approach, methodologies, knowledge, and capabilities to be employed in the performance of the Scope of Services.

   b. Present innovative concepts, approaches, and methodologies, if any, not discussed in the proposed Scope of Work for consideration.
7. **Proposed Compensation:**

Proposer shall provide a Lump Sum Fixed Fee for all services described in Part 2: Scope of Grant Management and Administration Services to Be Provided. The total Fee must be within the limits established by OCD for Grant Management Services for the CDBG Program. The City reserves the right to negotiate with the successful proposer to lower the proposed Fee to meet this requirement.

Payment terms will be negotiated with the successful proposer but will include specific time frames and performance measures that must be achieved to receive payment for services rendered. Failure to meet the specified time frames and/or performance measures will result in the assessment of damages.

8. **Responses:**

Responses to this Request for Proposals shall be delivered to the City of Natchitoches, Attention: Mayor Ronnie Williams, Jr., whose office is located at 700 Second S., Natchitoches, LA 71457. If mailed, responses shall be addressed to Mayor Ronnie Williams, Jr. 700 Second St., Natchitoches, LA 71458. Four (4) copies of the firm’s submittal shall be provided. In order to be considered, responses must be received in the office of the Mayor not later than **4:00 p.m. on Tuesday, September 6, 2022.**

Proposals shall be sealed and identified on the outside as:

“Response to City of Natchitoches Request for Proposals for FY 2023 Louisiana Community Development Block Grant Management and Administration”

The City of Natchitoches reserves the right to reject any or all proposals.

Responses will be evaluated by a Review Team comprised of the Purchasing Director, Finance Director, City Engineer, and Grants manager. All proposals will be scored and ranked in accordance with the Evaluation and Selection Criteria as outlined in Part 5 below, with the highest ranked firm being selected. Formal acceptance and award of contract to the selected firm will be made following Office of Community Development review and approval, and approval by the Natchitoches City Council.

Questions about this RFP may be directed to Mr. Nick Verret, City Engineer, at nverretjr@natchitochesla.gov.

**Part 4: Evaluation and Selection Criteria**

Responses to this RFP will be evaluated by the City of Natchitoches based on the rating criteria outlined below. Proposals will be evaluated on the basis of written materials furnished by the proposer. Sufficient information must be included in the proposal to ensure the correct rating. Incomplete or incorrect information may result in a lower score.
1. **Proposal Cost:**

The lowest proposed Lump Sum Fixed Fee received by the City of Natchitoches will be scored at the maximum number of points for this selection criterion, with the remaining proposals receiving a pro-rated score for this factor based on comparison to the lowest Fixed Fee proposal.

2. **Non-Cost Evaluation Factors:**
   a. Firm qualifications, including specialized expertise and technical competence
   b. Past experience of firm on CDBG or similar projects, relative to quality and timeliness of work, based on review of list of past projects and references from previous clients
   c. Firm capacity to deliver timely services

3. **Rating System:**

Respondents will be evaluated on the basis of the written materials submitted and verified, according to the following factors:

- Past experience of firm or individual consultant on CDBG or similar projects Max. 35 Points
- Proposed total cost for work as outlined in Part 2 Max. 25 Points
- Firm qualifications, including specialized expertise and technical competence Max. 15 Points
- Qualifications of Actively Involved Staff Max. 15 Points
- Firm capacity to deliver timely services Max. 10 Points

**TOTAL MAXIMUM SCORE = 100 Points**

In the event of a tie, additional information may be requested and/or oral interviews may be held with those firms, either by telephone or in person.

**Part 5: Execution of the Work and Payment**

Upon evaluation of proposals received in accordance with the criteria outlined above, the selection of firm by the City of Natchitoches, and concurrence in the award of contract by the Louisiana Office of Community Development and the Natchitoches City Council, a written contract will be executed.

Upon execution of the contract, the selected firm shall immediately begin the work and shall continuously execute the work as outlined in Part 2 through project completion and closeout.

Payment to the selected firm is contingent on funding approval by the Office of Community Development. The City of Natchitoches will make payment to the selected firm upon receipt of project funds from the Office of Community Development.

**Part 6: Equal Opportunity Employment Statement**

The City of Natchitoches is an Equal Employment Opportunity Employer and encourages all qualified firms, including Disadvantaged Business Enterprises and those owned by minorities and women, to submit proposals for review and evaluation.
Part 7: Terms & Conditions

Late Proposals:

The City of Natchitoches (“the City”), reserves the right to not accept late proposals. Each Respondent is responsible for insuring the responses to this RFP have been delivered by the date, time and to the location as specified in this RFP Document. The receipt of the responses submitted will be acknowledged as received only, and does not constitute any acceptance by the City of Natchitoches as an offer. Documentation will become a part of the City Clerk’s minutes only after selection is made, if any.

Disadvantages Business Enterprise (DBE):

City of Natchitoches is committed to developing, establishing, maintaining, and enhancing minority business involvement in the total procurement process. The City, its contractors, their suppliers and subcontractors, vendors of goods, equipment, services, and professional services, shall not discriminate on the basis of race, color, religion, national origin, age, handicap, or sex in the award and/or performance of contracts. However, competition and quality of work remain the ultimate standards in contractor, subcontractor, vendor service, professional service, and supplier utilization. All vendors, suppliers, professionals and contractors doing business or anticipating doing business with the City shall support, encourage and implement steps toward our common goal of establishing equal opportunity for all residents of Natchitoches. Small and minority businesses, women's business enterprises, and labor surplus are firms are encouraged to participate in this RFP.

Cost of Preparation:

Costs of preparation of a response to this request are solely those of the Respondent including but not limited to any expenses incurred for interviews, presentations or negotiations. The City assumes no responsibility for any such costs incurred by the Respondent. The Respondent also agrees that The City assumes no responsibility for any costs associated with any administrative or judicial proceedings resulting from the solicitation process.

Confidentiality during Evaluation Process:

All documents submitted as part of the Respondent’s offering will be deemed confidential during the evaluation process.

Rejection of Responses:

The City reserves the right to accept or reject any or all proposals, with or without cause, to waive technicalities, or to accept the proposal which, in its sole judgment, best serves the interest of the City, or to award a contract to the next most qualified Respondent if a successful Respondent does not execute a contract within 15 business days after approval of the selection by the Natchitoches City Council.