

## **REQUEST FOR PROPOSALS FOR AN ADMINISTRATIVE CONSULTANT**

The City of Negaunee is accepting proposal from consultants for management and administrative services required by the City of Negaunee for the preparation of a Community Development Block Grant (CDBG) Program and subsequent administration/implementation of that program if funded by the state. The project for which funds will be requested consists of \$650,961.00.

### **PART ONE: Management and Administration**

The level and scope of services, if any, will be determined by the City of Negaunee. A fixed sum contract on a cost reimbursement basis will be negotiated with the actual fees for services subject to approval by and funding from the state. If the application is funded, CDBG funds can be utilized for the payment of overall program administration costs that are associated with the funded CDBG program; such costs must be within the amounts allowed under the CDBG Program. The scopes of services that the consultant must be prepared and qualified to provide are as follows:

- a. 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 date of the "Authorization to Incur Costs" letter from the state.
- b. Prepare the Requests for Payment to ensure consistency with the procedures established for the CDBG Program.
- c. Ensure that the City of Negaunee 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.
- d. Establish project files in the local government'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.
- e. With the assistance of the community, help conduct public hearings. This includes, but is not limited to, such things as assisting with public notices, conducting hearings, etc.
- f. Assist the City of Negaunee in complying with regulations governing the Uniform Relocation Act.
- g. Review bid documents and supervise the bidding process consistent with state and federal regulations.
- h. Secure the Department of Labor's federal wage decision and include it in the bid documents.
- i. Assist project engineer/architect with preparation of 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, EO 11246 (for contracts over \$10,000).

- j. Obtain contractor clearance(s) from the state.
- k. Check weekly payrolls to ensure compliance with federal wage decision(s). Conduct on-site interviews and compare the results with the appropriate payrolls.
- l. Monitor construction to ensure compliance with equal opportunity and labor standards provisions.
- m. Make
- n. Attend and assist the City of Negaunee during the state's monitoring visit(s). Prepare City of Negaunee's response to all monitoring findings.
- o. Assist in a final inspection of the project and in the issuance of a final acceptance of work.
- p. Prepare the Section 504 self-evaluation and transition plan, if applicable.
- q. Prepare analysis of impediments to fair housing.
- r. Assist the City of Negaunee in meeting the state's financial reporting requirements.
- s. Prepare close-out documents.

## **PART TWO: PROPOSALS**

Proposals will be considered by the City of Negaunee at 2:00 pm on May 13, 2019 in the conference room of City Hall. In order to be considered, proposals must be received by the City of Negaunee prior to 2:00 pm on May 13, 2019. The City of Negaunee reserves the right to reject any or all proposals.

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

*FY 2019 CDBG FAÇADE APPLICATION/CITY OF NEGAUNEE*

Preparation and Implementation Proposal  
Administrative Consultant

All proposals will be scored and ranked with the highest rated firm being awarded a contract.

The proposal must include 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. Proximity to the proposed shall be based from Google Maps.

Five (5) 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 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.

The lowest proposal will receive the maximum points. Other, more expensive proposals will receive reduced points based on the following formula:

Lowest	10 points
Second Lowest	7 points
Third Lowest	5 points

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 more than 5 CDBG Project	10 pts.
Administered 1-5 CDBG Projects	7 pts.
Administered no CDBG Projects	5 pts.

Length of time the firm has been in business:

Over 10 years	10 pts.
5 to 10 years	7 pts.
Less than 5 years	5 pts.

Firm's proximity to proposed project:

0-50 miles	10 pts.
51-100 miles	7 pts.
101+ miles	5 pts.

Questions concerning this proposal should be addressed to the City Manager's Office at (906) 475-7700 ext: 11. Proposals should be hand-delivered to the City Manager's Office, at City Hall, 319 W. Case St., Negaunee, MI. 49866 or mailed to PO BOX 70, Negaunee, MI. 49866.