

**CITY OF NEDERLAND
REQUEST FOR QUALIFICATIONS
PROJECT ADMINISTRATION AND MANAGEMENT SERVICES
COMMUNITY DEVELOPMENT BLOCK GRANT –
COMMUNITY DEVELOPMENT FUNDS**

The City of Nederland (City) is seeking to enter into a professional services contract for the preparation of an application for and administration of a Community Development Block Grant application. The grant request is anticipated to be for up to \$750,000. Contingent upon the grant award, the City is soliciting proposals for grant administration services to assist the City in the administration and management of this program in compliance with all applicable requirements. The fee for grant application and administration services would be paid with the CDBG funds.

SECTION I. SCOPE OF WORK

A sample detailed Scope of Work is attached as Exhibit A. The management consultant/firm to be hired is to provide application and contract related management services, including but not limited to the following areas:

Post-Funding Services

The management consultant/firm will administer, manage, and complete eligible infrastructure projects approved for disaster recovery funding. The management consultant/firm must follow all requirements of the HUD CDBG-DR program as administered by the GLO. Such services shall include, but not be limited to the following:

- Administrative management
- Financial management
- Recordkeeping requirements
- Site inspections
- Equal employment opportunity requirements
- Labor standards monitoring
- Contract closeout assistance

In responding to the RFQ, please specify a complete list of actual tasks to be performed under each of these categories in addition to identifying any other applicable tasks that may be associated with an infrastructure project.

SECTION II. STATEMENT OF QUALIFICATIONS

The City is seeking to contract with a competent management/consulting firm that is experienced in grant/contract application and administration. Specifically, the City is seeking those persons or firms with experience in (1) the Community Development Block Program and (2) managing Federally-funded local public works construction projects. Please provide the following

information:

- A brief history of the proposing entity, including general background, knowledge of and experience working with relevant Federal and State agencies, with an emphasis on recent experiences;
- Related experience in applying for and managing federally-funded local public works construction projects, with an emphasis on recent experience;
- A description of work performance and experience with CDBG-DR to include a list of current and/or previous local government clients with a description of work performed;
- Describe the proposing entity's capacity to perform in addition to providing resumes of all employees who will or may be assigned to provide assistance to the City; and
- A statement substantiating the resources of the proposing entity and the ability to effectively carry out the scope of work within a defined timeframe.

SECTION III. PROPOSED COST OF SERVICES

Please provide the cost proposed to accomplish the scope of work outlined above and for any additional services required using the Cost of Service document included in Exhibit C. The City has been awarded \$4,259,659 in grant funding; in addition, a significant amount of the grant has been completed including the application, environmental clearance, etc. The proposal must include all costs that are necessary to successfully complete the necessary activities. Please note that the lowest/best bid will not be utilized as the sole basis for entering into a contract; rather award will be made to the firm providing the best value to the City.

SECTION IV. EVALUATION CRITERIA

The proposals received will be evaluated and ranked according to the following criteria (Exhibit B):

<u>Criteria</u>	<u>Maximum Points</u>
Experience	30
Work Performance	30
Capacity to Perform	20
Proposed Cost	20
Total	100

SECTION V. SUBMISSION REQUIREMENTS

The following information and/or documents must be submitted:

- Documentation/statements as identified in Section I. Scope of Work.
- Documentation/statements as identified in Section II. Statement of Qualifications.
- Cost of Services: Infrastructure form (Exhibit C).

- Statement of Conflict of Interest. Please provide a statement as to any conflicts of interest, if any, that the proposing entity and/or key employees may have regarding the services, and a plan for mitigating the conflict(s). The City, at its sole discretion, will determine whether or not a conflict disqualifies a firm and whether or not a conflict mitigation plan is acceptable.
- System of award management information. The management consultant/firm, and its principals, may not be debarred or suspended nor otherwise be included on the Excluded Parties List System (EPLS) in the System for Award Management (SAM). Include verification that the management consultant/firm as well as the company's principals are not listed (are not debarred) through SAM. Enclose a printout of the search results that includes the record date.
- Conflict of Interest Questionnaire/Form CIQ (Exhibit C).
- Certification Regarding Lobbying form (Exhibit C).
- Certification of Interest Parties/Form 1295 (Exhibit C).

Please note that applicable provisions included in Required Contract Provisions must be included in all contracts executed as a result of this RFQ.

SECTION VI. DEADLINE FOR SUBMISSION

Three (3) copies of the proposal, one (1) original and two (2) copies, must be received no later than 2:00PM, October 17, 2024 and submitted to:

Joni Underwood, City Clerk
City of Nederland, Texas
P.O. Box 956
207 North 12th Street
Nederland, TX 77627

Proposals must be sealed and marked: "RFQ Project Administration and Management Services, Community Development Block Grant – Disaster Recovery Funding Harvey Recovery Money DR-4332".

SECTION VII. INFORMATION/QUESTIONS

For information regarding this RFQ, contact Chris Duque, City Manager, at (409) 723-1503 or cduque@ci.nederland.tx.us.

Any questions or requests for clarification must be submitted in writing via email to cduque@ci.nederland.tx.us no later than Monday, January 9th at 3:00PM. The City may, if appropriate, circulate the question and corresponding response to all interested management consultants/firms.

EXHIBIT A

SCOPE OF WORK

The Contractor shall provide the following scope of services: (choose contracted services)

SCOPE OF SERVICES REQUESTED

Grant application services to include meeting with the City to determine the needs of the City as related to the activities of the grant. The scope of work shall include development of the application, site visits as needed, preparation of the proposed budget, intake of application information, development of application forms and documents, assistance with preparation of public hearings, gathering of all necessary application attachments and forms and assimilation of the final application document to include timely delivery of the CDBG application. Grant administration services shall include, but are not limited to, standard tasks necessary for implementation of the project in conformance with the following CDBG compliance areas as applicable to the program:

1. Environment Review and Release of Funds and other Funding Conditions;
2. Citizen Participation;
3. Fair Housing;
4. Equal Employment and Procurement;
5. Language Access Plan;
6. Anti-Displacement and Relocation Assistance Plan;
7. Complaints and Grievance Procedures;
8. Labor Standards;
9. Completion of all required reports and documentation;
10. Assistance with Financial Reimbursements Forms; and
11. Setting up and managing official records;

DESCRIPTION OF SERVICES AND SPECIAL CONDITIONS

Respondent must be able to perform the tasks listed herein to be considered eligible for an award under this Solicitation. Respondents should provide a detailed narrative of their experience as it relates to each of the items below. Respondents should clearly indicate if they intend to provide services in-house with existing staff or through subcontracting or partnership arrangements. Grant Administration Services will be provided in conformance with the guidance documents and use forms provided by the subrecipient utilizing CDBG guidance. The providers shall furnish pre-funding and post-funding grant administrative services to complete the disaster recovery projects, including, but not limited to the following:

Post-Funding Services

Grant Administrator will administer and complete eligible projects approved for CDBG funding. The selected administrative firm must follow all requirements of the CDBG program.

Grant Administration Services - General

- a) Administrative Duties:
 - i. Coordinate, as necessary, between subrecipient and any other appropriate service

- providers (i.e. Engineer, Environmental, etc.), contractor, subcontractor and funding agency to effectuate the services requested.
- ii. May assist in public hearings.
 - iii. Will work with funding agency's system of record.
 - iv. Provide monthly project status updates.
 - v. Funding release will be based on deliverables identified in the contract.
 - vi. Labor and procurement duties:
 - a. Provide all Labor Standards Officer (LSO) Services.
 - b. Ensure compliance with all relevant labor standards regulations.
 - c. Ensure compliance with procurement regulations and policies.
 - d. Maintain document files to support compliance.
 - vii. Financial duties:
 - a. Prepare and submit all required reports.
 - b. Assist subrecipient with the procurement of audit services.
 - c. Assist subrecipient in establishing and maintaining a bank account for CDBG funds.
 - d. Implementation and coordination of Section 504 requirements.
 - e. Program compliance.
 - f. Ensure that fraud prevention and abuse practices are in place and being implemented.
 - g. Prepare and submit all closeout documents.
 - h. Submit all invoices no later than 60 days after the expiration of the contract. All outstanding funds may be swept after 60 days. The provider may request an extension of this requirement in writing.
 - i. Assist in preparation of contract revisions and supporting documents including but not limited to:
 - Amendments/modifications,
 - Change orders.

b) Construction Management:

- i. The provider will assist the subrecipient in submitting/setting up project applications in the funding agency's system of record.
- ii. The provider may compile and collate complete contract/bid packages that meet CDBG program requirements. The packages will contain supporting documentation that meets or exceeds the requirements of the CDBG program. If applications do not have the necessary forms, the provider may assist the subrecipient by coordinating to acquire the necessary documentation.
- iii. The provider may monitor, report, and evaluate contractor's performance; notify the subrecipient if the contractor(s) fails to meet established scheduled milestones. Receive, review, recommend, and process any change orders as appropriate to the individual projects.
- iv. The provider may assist the subrecipient with project Activity Draws/Close Out.
- v. The provider may assist the subrecipient by submitting all the necessary documentation for draws and to close a project activity in the funding agency's system of record.
- vi. The provider will compile, review for completeness, and collate complete contract/closeout packages that meet CDBG program requirements for draw requests.

- If applications do not have the necessary forms, the provider may assist the subrecipient by coordinating to acquire the necessary documentation.
- vii. The provider may assist the subrecipient in developing Architectural and Engineering plans with guidance from the funding agency.
 - viii. Reassignment scope alignment (if necessary).

Grant Administration Services - Infrastructure

a) Administrative Duties:

- i. Ensure program compliance including all CDBG requirements and all part's therein, current Federal Register, etc.
- ii. Assist subrecipient in establishing and maintaining financial processes.
- iii. Obtain and maintain copies of the subrecipient's most current contract including all related change requests, revisions and attachments.
- iv. Establish and maintain record keeping systems.
- v. Assist subrecipient with resolving monitoring and audit findings.
- vi. Serve as monitoring liaison.
- vii. Assist subrecipient with resolving third party claims.
- viii. Report suspected fraud.
- ix. Submit timely responses to the funding agency requests for additional information.
- x. Complete draw request forms and supporting documents.
- xi. Facilitate outreach efforts, application intake, and eligibility review.
- xii. Perform any other administrative duty required to deliver the project.
- xiii. Utilize and assist with funding agency's system of record to complete milestones, submit documentation, reports, draws, change requests, etc.
- xiv. Submit change requests and all required documentation related to any change requests.

b) Acquisition Duties:

- i. Submit acquisition reports and related documents.
- ii. Establish acquisition files (if necessary).
- iii. Complete acquisition activities (if necessary).

c) Environmental Services:

- i. Assist detailed scope of services:
 - a. Review each Review each project description to ascertain and/or verify the level of environmental review required: Exempt, Categorical Exclusion not Subject to 58.5, Categorical Exclusion Subject to 58.5, Environmental Assessment, and Environmental Impact Statements;
 - b. Prepare, complete and submit HUD required forms for environmental review and provide all documentation to support environmental finding;
 - c. Consult and coordinate with oversight/regulatory agencies to facilitate environmental clearance;
 - d. Be able to perform or contract special studies, additional assessments, or permitting to secure environmental clearance. These may include, but are not limited to biological assessments, wetland delineations, asbestos surveys, lead-

based paint assessments, archeology studies, architectural reviews, Phase I & II ESAs, USACE permits, etc.;

- e. Prepare all responses to comments received during comment phase of the environmental review, including State/Federal Agency requiring further studies and/or comments from public or private entities during public comment period;
- f. Maintain close coordination with local officials, project engineer, and other members of the project team to assure appropriate level of environmental review is performed and no work is conducted without authorization;
- g. Complete and submit the environmental review into the funding agency's system of record;
- h. At least one site visit to project location and completion of a field observation report;
- i. Prepare and submit for publication all public notices in required order and sequence;
- j. Provide documentation of clearance for Parties Known to be Interested as required by 24 CFR 58.43;
- k. Process environmental review and clearance in accordance with NEPA;
- l. Advise and complete environmental re-evaluations per 24 CFR 58.47 when evidence of further clearance or assessment is required;
- m. Prepare and submit Monthly Status Report; and
- n. Participate in regularly scheduled progress meetings.

EXHIBIT C

Required RFQ Forms

Cost of Services: Infrastructure

Please indicate **No Cost Proposal** if your firm is not proposing for the services specified on this Cost of Services page.

Maximum amount of grants funds firm is able and/or willing to manage is: _____.

Insert System for Award Management (SAM) record search for company name and company principal.