

TANGIPAHOA PARISH GOVERNMENT
REQUEST FOR PROPOSALS
FOR ADMINISTRATIVE SERVICES
FY 2020/2021 - LCDBG PROGRAM

The Tangipahoa Parish Government is applying for a grant under the FY 2020/2021 Louisiana Community Development Block Grant (LCDBG) Program for the purpose of public facilities. The Parish is interested in procuring the services of an administrative consulting firm to prepare the application package and to administer and implement the project if it is successful in being funded.

All services shall be in accordance with the procurement requirements of the LCDBG Program, LCDBG Grantee Handbook, LCDBG Policies and Regulations, and HUD Regulations. All responses received will be evaluated in accordance with the selection criteria and corresponding point system which is identified in the request for proposals package. Information regarding the scope of services and point system may be obtained from the Tangipahoa Parish, Donna Domiano, Purchasing Agent, at (985) 748-3211 or ddomiano@tangipahoa.org.

The Parish will award the contract to the respondent obtaining the highest score in the evaluation process.

Pertinent qualification information desired will at a minimum consist of:

- A. Specialized experience or technical expertise of the firm and its personnel in connection with the type of services to be provided and the complexity of the project;
- B. Past record of performance on contracts with the local governing body and other clients, including quality of work, timeliness, and cost control;
- C. Previous Experience with Community or similar entity; and
- D. Familiarity of the firm with the type of project applied for.
- E. Other pertinent information.

For additional information, contact the Melissa Cowart, Director of Accounting and Grants Management, 985.748.3211, mcowart@tangipahoa.org. Small and/or minority owned firms, women's business enterprises, and Section 3 businesses are encouraged to participate.

The Tangipahoa Parish Government is an Equal Opportunity employer. All replies shall be received via mail at the Tangipahoa Parish Annex Building no later than 3:00 P.M. on Monday, April 29th, 2019 and shall be addressed to:

Tangipahoa Parish Government
Melissa Cowart, Director
Accounting and Grants Management
206 E. Mulberry Street/P.O. Box 215
Amite, Louisiana 70422

PLEASE PUBLISH:
DAILY STAR APRIL 18, 2019

TANGIPAHOA PARISH GOVERNMENT

REQUEST FOR PROPOSALS

MANAGEMENT AND ADMINISTRATION

FY 2020/2021 LCDBG PROGRAM

INTRODUCTION

The Tangipahoa Parish Government is accepting proposals from consultants for management and administrative services required by the Parish for the preparation of a Louisiana Community Development Block Grant (LCDBG) Program and subsequent administration/implementation of that program if funded by the State. The project for which funds will be requested consists of sewer, water or street improvements.

PART ONE: MANAGEMENT AND ADMINISTRATION

The level and scope of services, if any, will be determined by the Parish. 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. Local funds will be used to pay for costs, if any, for applications which are not funded under the LCDBG Program. If the application is not funded by the State, no services beyond the application will be required. Therefore, neither the State nor the local governing body will be liable for any other expenditures under the contract. If the application is funded, LCDBG funds can be utilized for the payment of pre-agreement costs and overall program administration costs which are associated with the funded LCDBG program; such costs must be within the amounts allowed under the LCDBG Program. The scope of services which the consultant must be prepared and qualified to provide are as follows:

- a. Prepare the FY 2020/2021 LCDBG Application. If a fee will be charged for the preparation of the application, then a separate cost must be identified for pre-agreement services.
- b. 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 Parish's receipt of an "Authorization to Incur Costs" letter from the State.
- c. Prepare the Requests for Payment to ensure consistency with the procedures established for the LCDBG Program.
- d. Ensure that the Parish has an acceptable financial management system as it pertains to finances of the LCDBG 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.

- e. Establish project files in the Parish'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.
- f. With the assistance of the Parish, help conduct public hearings. This includes, but is not limited to, such things as assisting with public notices, conducting hearings, et cetera.
- g. Assist the Parish in complying with regulations governing land acquisition (real property, easements, rights of ways, donation of property, et cetera).
- h. Assist the engineer in the preparation of all bid documents and supervise the bidding process consistent with state and federal regulations.
- i. Secure the Secretary of Labor's wage decision from the State and include it in the bid documents.
- j. 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), OMB Circular A-102, (Attachment O), Section 3, Section 109, Title VI, Civil Rights Act, EO 11246 (for contracts over \$10,000), Section 503, et cetera.
- k. Obtain contractor and subcontractor clearances from the State.
- l. Check weekly payrolls to ensure compliance with wage decisions. Conduct on-site interviews and compare the results with the appropriate payrolls.
- m. Monitor construction to ensure compliance with equal opportunity and labor standards provisions.
- n. Make progress inspections and certify partial payment requests.
- o. Attend and assist the Parish during the State's monitoring visit(s). Prepare Parish's response to any monitoring findings.
- p. Assist in a final inspection of the project and assist the Parish in the issuance of a final acceptance of work.
- q. Prepare the Section 504 self-evaluation and transition plan.
- r. Prepare analysis of impediment to fair housing, if required for Parish.

- s. Assist the Parish in meeting the State's audit requirements.
- t. Prepare close-out documents.
- u. Assist the Parish in meeting all of the State's LCDBG Program requirements.

PART TWO: PROPOSALS

All responses 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 LCDBG administration during the last six calendar years. Unsuccessful offerors will be notified as soon as possible.

All responses must be received no later than 3:00 p.m. on April 29, 2019.

The Parish reserves the right to reject any or all proposals. All responses should be sealed and marked on the outside:

“FY 2020/2021 LCDBG PROPOSAL –
MANAGEMENT AND ADMINISTRATION SERVICES”

One (1) copy of the proposal 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 proposal 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.

- 1. Price Consideration (10 pts.)

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

$$\frac{\text{Lowest Proposal}}{\text{More Expensive Proposal}} \times 10 \text{ Total Possible Pts.} = \text{Pts. Allocated to a Expensive Proposal}$$

2. Specialized experience of the firm under the CDBG Program during past six calendar years:

No previous experience	0 - 10 pts.
Under contract with 1-5 grants during Past six calendar years (Identify grantee and type of project)	11 - 15 pts.
Under contract with more than 5 grants during past six calendar years (Identify grantee and type of project)	16 - 20 pts.

3. Past Performance on CDBG Projects:

Unsatisfactory	0 pts.
Satisfactory	1 - 10 pts.
Very satisfactory	11 - 15 pts.

4. Previous Experience with Community or Similar Entity:

Unsatisfactory or No Previous Experience	0 - 5 pts.
Satisfactory	6 - 10 pts.
Very satisfactory	11 -15 pts.

5. Familiarity with the type of project applied for:

Unacceptable understanding	0 pts.
Acceptable understanding	1 - 10 pts.
Full understanding	11 - 20 pts.

6. Length of time the firm has been in business:

Less than 5 years	0 - 5 pts.
5 to 10 years	6 - 10 pts.
Over 10 years	11 - 20 pts.

Questions and responses should be directed to:

Melissa Cowart, Director
Accounting and Grants Management
Tangipahoa Parish Government
206 E. Mulberry St.
Amite, LA 70422
mcowart@tangipahoa.org