

TANGIPAHOA PARISH GOVERNMENT

REQUEST FOR PROPOSALS (RFP)

PROJECT MANAGEMENT/ADMINISTRATION

CDBG-MIT PROGRAM (WATERSHED)

INTRODUCTION

The Tangipahoa Parish Government is accepting proposals from consultants for management and administrative services required by the Parish for the preparation of HUD Community Development Block Grant (CDBG)-MIT Program applications and subsequent administration/implementation of that program if funded by the State. The project for which funds will be requested consists of watershed and drainage related projects pre-selected by the Parish.

PART ONE: SCOPE OF SERVICES 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, in line with any cost limits they may impose. If any Parish application is not funded by the State, no services beyond the application stage will be required. Therefore, neither the State nor the local governing body will be liable for any other expenditures under the contract. Any consultant fees for preparation of such application(s) shall be pre-approved and negotiated by the Parish with the consultant. If the application(s) is funded, CDBG funds can be utilized for the payment of approved pre-agreement costs and overall program administration costs which are associated with the funded CDBG program; such costs must be within the amounts allowed under the CDBG Program, administered through the LA Office of Community Development (OCD). The scope of services which the consultant must be prepared and qualified to provide are as follows:

- a. Assistance with preparation of Watershed-MIT Applications. If a fee will be charged for the preparation of the application, then a separate cost must be identified for pre-agreement services and negotiated with the Parish.
- 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 for Parish approval, to ensure consistency with the procedures established for the CDBG-MIT Program.
- d. Verify that the Parish has an acceptable financial management system as it pertains to finances of the CDBG program and 2 CFR200 Administrative guidelines. 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 as requested by the funding agency.

- 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 if required. 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) if the application includes such activity.
- h. Assist the engineer in the preparation of all bid documents and supervise the bidding process consistent with state and federal regulations. Also guide the engineer in preparing acceptable scope of work descriptions and cost estimates.
- 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 on site compliance and certify partial payment requests.
- o. Attend and assist the Parish during the State's monitoring visit(s). Help prepare the 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 updated Section 504 self-evaluation and transition plan.

- r. Prepare analysis of impediment to fair housing, and EEO monitoring.
- s. Assist the Parish in meeting the State's audit requirements.
- t. Prepare close-out documents required by the State OCD.
- u. Assist the Parish in meeting all of the State's CDBG-MIT Program and National Objective compliance.

PART TWO: PROPOSAL RANKING AND REQUESTED CONTENTS OF PROPOSAL

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 CDBG and LCDBG administration during the last 10 calendar years, including MIT funded projects. Unsuccessful offerors will be notified by mail as soon as possible.

All responses must be received no later than 3:00 p.m. on November 13, 2020.

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

“CDBG-MIT PROPOSAL RESPONSE
ADMINISTRATION SERVICES”

Two printed copies of the response for proposals shall be provided to the Parish. Emailed copies are not acceptable.

The following information should be included with the proposers submitted information to the Parish.

1. Name of proposer and introduction/transmittal letter signed by a company official
2. Proposer address
3. Proposer telephone # (s)
4. Proposer federal tax identification number (to be kept confidential)
5. Contact person contact information and the company's person that can contractually obligate the Proposer.

PART THREE: SELECTION CRITERIA

All responses to the request for proposals 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/Compensation (up to 10 points)

The lowest priced proposal will receive the maximum points for price, assuming it is in line with State OCD standards and is considered cost reasonable by the Parish. Other, more expensive proposals will receive reduced amounts of points awarded for price based on the following formula with rounding to the nearest tenth.

2. Specialized knowledge or experience of the firm/proposer with the CDBG and LCDBG Programs during past 10 calendar years: (up to 20 points)

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

3. Personal/professional qualifications of project staff, including resumes, education, years' experience, technical experience, and titles of those persons to be assigned to the project. (up to 15 points).

4. Previous Experience administering communities or organizations other federal or State grants: (up to 15 points) (Please provide references)

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

5. Approach and timeliness (up to 15 points): Proposers should:

Clearly describe the unique approach, methodologies, capabilities, and timelines to be employed in the performance of the scope of services. Also, present unique concepts, approaches and methodologies to be used by the firm for effectiveness and efficiency in moving the project forward.

Reviewers will award maximum points to the approach that is best described as timely, effective, and efficient.

Note that additional points (1-5 pts) will be assigned by the Parish for a responding firm that is certified as a DBE by the State of LA DOTD or Small business by federal SBA and/or is using certified DBE sub-consultants in the project. If used, the subconsultant's role or duties in the project must be described.

Questions and responses should be directed to:

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