

# **REQUEST FOR PROPOSALS**

## **Administrative Services**

### **Community Development Block Grant Program** **Community Enhancement Program**

#### **SM-CE-PF-09-013**

#### **Introduction**

City of Springville, Alabama has been conditionally awarded a 2009 Community Development Block Grant (CDBG) through the Community Enhancement Program in the amount of \$ 250,000 to be combined with local funds in the amount of \$ 30,000 for a total project cost of \$ 280,000. The City is seeking qualified administrative assistance services for the implementation of this project.

#### **Project Description**

The project is a downtown revitalization streetscape project on Main Street (US Highway 11) from Robinson Street to the Springville Public Library. The project is located in the Downtown Historic District listed on the National Register of Historic Places. This project builds on a previously approved Transportation Enhancement Project that will fund streetscape improvements on Main Street in the block between Park Street and Robinson Street. CDBG Project improvements include sidewalk improvements, new lighting, landscaping, and street furnishings. The project budget also includes engineering/landscape architectural services and administration.

#### **Scope of Services Required**

It is the intention of the City of Springville to implement this project promptly. Therefore, professional administrative services are anticipated to start immediately upon award of the contract with the City of Springville desiring to complete the grant activities within an 18 month period. The firm selected must adhere to the 75 day rule regarding Letter of Conditional Commitment requirements and the 180 day rule regarding being "under contract" with the construction contractor from the date the Grant Agreement is awarded the City of Springville.

The project will require coordination and implementation according to the rules and regulations governing the Community Development Block Grant (CDBG) through the Alabama Department of Economic and Community Affairs (ADECA). The following services will be required of an administrative consultant:

- Attend meetings held by ADECA on behalf of the City of Springville
- Establish and maintain project files at the City Hall
- Complete all items for submission to ADECA contained in the Letter of Conditional Commitment including the environmental review requirements

- Review and revise (as necessary) all written plans and procedures to be followed in the implementation of the CDBG Program including but not limited to Citizen Participation Plan, Personnel Policies, Procurement Policies, Fair Housing, and the 504 Transition Plan
- Assist, if applicable, with land acquisition following procedures of the Uniform Acquisition and Relocation Act
- Review of all contracts and status of contractors
- Assist the City in the implementation of all Labor Standard requirements including the review of all payrolls connected with the construction of the project;
- Maintain and review all in-kind labor and equipment documentation
- Assist in maintaining proper accounting and financial management systems
- Assist Springville in the implementation of all Civil Rights Compliance including equal opportunity employment, 504 Handicapped Requirement, and Fair Housing provisions;
- Monitor generally contract performance
- Prepare grant closeout documentation excepting the audit
- Prepare all required reports and coordinate with ADECA

**Criteria for Selection** Proposals will be reviewed and rated based on the following selection criteria with a maximum of 105 points to be awarded in the review process:

1. Overall experience of the firm	0 - 20
2. Past experience of the firm in successfully administering CDBG Programs	0 - 20
3. CDBG administrative experience of the project manager to be assigned to the City	0 - 20
4. Evidence that the firm has an understanding of the administrative requirements of the project	0 - 20
5. Evidence that the firm can provide administrative services in a timely manner and within grant guidelines	0 - 20
6. Cost of services. Cost is not the determining factor in selection, but must be addressed in the proposal. Failure to address cost will result in 0 points for this criteria	0 - 5 _____
<b>Total Points To Be Assigned</b>	<b>0 - 105</b>

## **Anticipated Start and Completion Date**

Administrative services need to start immediately upon entering into the contract with the City of Springville. The consultant will complete all documentation for submission to ADECA to comply with the Letter of Conditional Commitment within the 75 day time period. The construction contract scheduling must meet requirements of the CDBG Program that requires being under construction within 180 days of the date of the issuance of the Grant Agreement. The date of Grant Agreement issuance is estimated to be in January of 2010. Based on this anticipated issuance of the Grant Agreement, the City should be under construction by the end of June 2010 with project completion expected by May 2011.

## **Type of Contract**

The contract between the Consultant and the City of Springville will be a fixed fee contract. The contract amount for services required by this project must fall within ADECA guidelines as detailed in Alabama CDBG Intergovernmental Policy Letter Number 12(a) Revision 2 which is available on the ADECA website [www.adeca.alabama.gov](http://www.adeca.alabama.gov).

## **Selection Process**

Springville is following competitive proposal procedures to procure administrative services. The City is seeking proposals from qualified firms which will provide the City with a qualifications and experience addressing the selection criteria from which to select the most qualified firm to provide administrative services for this program. The proposals will be rated by a review committee comprised of staff and/or elected officials. The City will then negotiate a fixed fee for services with the firm selected as most qualified.

Firms are asked to provide a written proposal that addresses the selection criteria set forth in this RFP. Only one copy of the Proposal is required. Electronic submissions will not be accepted.

Proposals should be submitted no later than 4:00 p.m., Tuesday, December 1, 2009 to the following address:

Ms. Brenda Roberts  
City Clerk  
City of Springville  
P.O. Box 919  
Springville, AL 35146-0919

Final selection is expected to be made by the City Council of Springville at the regularly scheduled meeting of December 7, 2009. Attendance is not required. Electronic submissions will not be accepted.

Any questions regarding this Request for Proposal should be directed to Ms. Brenda Roberts at the above address or by calling 205-467-6133.