

REQUEST FOR PROPOSAL – CDBG ADMINISTRATION

The Village of Calumet in Houghton County, Michigan is seeking quotes to provide complete grant administration for a potential \$305,709 Community Development Block Grant (CDBG) funded project.

The project will assist the Village of Calumet to undertake the improvement of facades on four privately-owned buildings. The Village will manage the project under one prime contract covering the improvements to each of the four buildings. Each building owner has selected and will fund the cost of their architect or engineer with all four buildings bid as one project. The environmental review has been completed and the application approval is in process.

The grant administrator will be responsible for ensuring that all of the terms and conditions of the grant application and agreement are followed. Responsibilities will include, but are not limited to the following:

1. Prepare, attend and provide guidance and assistance to Village on all required public hearings including drafting public hearing notices for publication by the Village.
2. Set up files for purposes of management, federal compliance, MEDC monitoring and Single Audit if required.
3. Document and ensure compliance with all Fair Housing and Equal Opportunity requirements including, but not limited to Section 3 and Section 504 compliance.
4. Ensure that all contract documents contain the required federal documents including most current DOL wage decision and that all procurement conforms to federal requirements as applicable.
5. Assist Grantee with meeting all CDBG related procurement requirements including maintaining records of the process (bid documents, advertisement, bid opening minutes, bid tabulation, etc.), maintain Section 3 file for each contract in excess of \$100,000 and provide all required DBE and related reports.
6. Perform wage rate interviews, review certified payrolls and ensure contractor compliance with all prevailing wage requirements. Prepare and provide all required labor compliance documentation and reports.
7. Prepare reimbursement requests, secure Village approval, and submit to MEDC for payment.
8. Prepare all required reports for MEDC.
9. Prepare closeout documentation for closeout public hearing and submission to the MEDC.
10. Represent the City during any on-site monitoring by the MEDC as well as assist Village auditor if necessary.
11. Work to ensure that the terms and conditions of the grant are adhered to and to promptly notify the City if any compliance issues arise.
12. Attend all project related meetings.

If you are interested, please submit a proposal that outlines experience working with MEDC related CDBG project administration; provide examples of previous MEDC related CDBG projects administered, and resumes of staff that will be responsible for the work and its oversight. A Certified CDBG Administrator is preferred. Your proposal should contain a not-to-exceed fee with an hourly rate and estimated hourly breakdown of tasks. Proposals will be evaluated based on the attached criteria. Questions can be directed to Jeff Ratcliffe at 906-482-6817 or jeff@kedabiz.com.

Proposals are due by Monday, July 29, 2019 at 4:00 p.m.

Submit to: CDBG Administration, Village of Calumet, 340 6th Street, Calumet, MI 49913 or by e-mail to manager@villageofcalumet.com

VILLAGE OF CALUMET CDBG ADMINISTRATION PROPOSAL EVALUATION

All proposals received will be evaluated on the following criteria and points.

1. Certified CDBG Administrator on staff

Yes	20 pts.
No	0 pts.

2. Experience with administering MEDC Business Development or Community Development CDBG projects

Administered more than 5	20 pts.
1-5 projects	10 pts.
0 projects	0 pts.

3. Reference examples showing consultant has (points only awarded for one category):

Administered CDBG infrastructure or façade improvement projects	20 pts.
Administered other CDBG funded projects	10 pts.

4. Number of years of combined CDBG grants administration experience of firm and firm's personnel

Over 5 years	20 pts.
2-5 years	10 pts.
Less than 2 years	0 pts.

5. Consultant's proposal clearly identifies tasks to be performed and allocates appropriate level of effort

Tasks are clearly outlined	10 pts.
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6. Price

Lowest price received	10 pts.
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Total points available - 100