


# REQUEST FOR PROPOSAL: CDBG-DR ADMINISTRATION AND PROGRAM MANAGEMENT

City of Joplin, Missouri

Posted on October 28, 2013

## INVITATION

Written proposals subject to the conditions herein stated and attached hereto, will be received at 602 S. Main, Joplin, MO 64801 until (30-days after initial posting) Wednesday, November 27, 2013 by 5p.m. Central Time for providing the services as described below for the City of Joplin (The City).

## DESCRIPTION

The City is hereby requesting written proposals to provide General Grant Administration and Program Management Services for a 2012 Community Development Block Grant – Disaster Recovery (CDBG-DR grant). The City will receive $113,276,000 from the CDBG-DR.

The City will receive proposals from Proposers having specific experience and qualifications in the area identified in this solicitation. For consideration, proposals for this project must contain evidence of the Proposer's experience and abilities in the specified area and other disciplines directly related to the proposed service. Other information required by The City may be included elsewhere in this solicitation.

Bidding firms must have a thorough understanding of the US Department of Housing and Urban Development (HUD) requirements established for the CDBG program, and all other external requirements for each of the program components, including but not limited to, FEMA, SBA, EDA, EPA, FHWA, Missouri Housing Development Commission (MHDC), and other federal and state agency requirements (when, and if applicable under the program component).

## I. FORMAT FOR STATEMENT OF QUALIFICATIONS

### General Instructions

Qualifications shall be prepared SIMPLY AND ECONOMICALLY, providing a straightforward, CONCISE description of the Respondent's ability to meet the requirements of this RFP. Emphasis shall be on the QUALITY, completeness, clarity of content, responsiveness to the requirements, and an understanding of the City's needs.

Responses shall be a maximum of forty (40) printed pages. The cover, table of contents, divider sheets, and Submission Form do not count as printed pages. Respondents shall carefully read the information contained in this RFP and submit a complete response to all requirements and questions as directed. Incomplete qualifications will be considered non-responsive and subject to rejection. Responses and any other information submitted by Respondents in response to this RFP shall become the property of the City.

The City will not compensate Respondents for any expenses incurred in Response preparation or for any presentations that may be made, unless agreed to in writing in advance or required by law. Respondents submit the Responses at their own risk and expense.

Responses that are qualified with conditional clauses, alterations, items not called for in the RFP documents, or irregularities of any kind are subject to rejection by the City, at its option.

The City makes no representations of any kind that an award will be made as a result of this RFP or subsequent interview or recommendation. The City reserves the right to accept or reject any or all Responses, waive any formalities or minor technical inconsistencies, or delete any item/requirements from this RFP when deemed to be in City's best interest.

Responses shall consist of answers to the questions asked in the RFP. It is not necessary to repeat the question in the Responses; however, it is essential to reference the question number with the corresponding answer.

Failure to comply with requirements contained in this RFP may result in the rejection of the Responses.

## II. EVALUATION PROCEDURE AND FACTORS TO BE CONSIDERED IN THE EVALUATION PROCESS:

### Qualifications of Proposers

The Proposer may be required before the award of any contract to show to the complete satisfaction of The City that it has the necessary facilities, ability, and financial resources to provide the services specified herein in a satisfactory manner. The Proposer may also be required to give a past history and references in order to satisfy the City in regard to the Proposer's qualifications. The Proposer will need to be familiar with the existing $45 million CDBG –DR grant. The City may make reasonable investigations deemed necessary and proper to determine the ability of the Proposer to perform the work, and the Proposer shall furnish to The City all information for this purpose that may be requested. The City reserves the right to reject any offer if the evidence submitted by, or investigation of, the Proposer fails to satisfy The City that the Proposer is properly qualified to carry out the obligations of the contract and to complete the work described therein. Evaluation of the Proposer's qualifications shall include:

A. The ability, capacity, skill, financial and other necessary resources to perform the work or provide the service required;
B. The ability of the Proposers to perform the work or provide the service promptly or within the time specified, without delay or interference;
C. The character, integrity, reputation, judgment, experience, and efficiency of the Proposer, and;
D. The quality of performance of previous contracts or services.

A selection committee made up of qualified City staff shall review and evaluate all responses. The selection committee will have only the response to the solicitation to review for selection of finalists. It is therefore important that respondents emphasize specific information pertinent to the work. Final authority of the selection ultimately lies with the Joplin City Council and is subject to not being in agreement with the recommendation from the selection committee.

## Factors to be considered are as follows:

A. **Company Profile**: (**15 Points**) Scoring will emphasize management, organization, availability of staff, skill, financial and other necessary resources to perform the work or provide the services required.

Respondents must provide a listing of the personnel who would be assigned to this project, including an explanation of the project team's organizational structure and each person's area of responsibility. Resumes for each professional assigned to this project are also required.

B. **Commencement**: (**15 Points**) Scoring will emphasize ability to commence services and familiarity with CDBG regulation promptly or within the time specified, without delay or interference. Familiarity with the Phase I of CDBG-DR projects and the ability to coordinate with these projects will be considered.

A timeline is required to be provided by the respondent with acknowledgment of the 2 year expenditure deadline according to the applicable Federal Register.

C. **Experience:** (**25 Points**) Scoring will emphasize direct CDBG (not exclusively CDBG-DR) program experience and success with the specific items listed in the proposal as well as a variety of programs including all aspects of CDBG-DR programs, character, integrity, reputation, judgment, and efficiency of the Proposer.

Respondent must provide three (3) examples of experience in management of programs similar to those found in the Joplin Community Phase II Recovery Plan including the name, address, and telephone number of a client contact for each project. Examples proving the ability to coordinate with other administration firms working on similar grants (e.g. Phase I Administration Firm and Phase II Administration Firm) should be included and will be considered in the scoring. Scoring will also emphasize disaster recovery experience which can include the results of past governmental review and monitoring.

D. **Approach Strategy**: (**20 Points**) Scoring will emphasize project approach for each service requested and proven implementation and/or management strategies by the team for the local City government. Services requested are found in the "Specifications for Services Requested" section of this RFP. Due to the complexity of the large numbers of projects combined between the City's Phase I and Phase II projects along with all other disaster activities, the City will also be strongly considering firms with a proven Project Management Software that can be made available to City Staff with appropriate training. Responders must have sufficient and qualified staff immediately available to contract solicitations and to enter into and manage any components targeted by the RFP.

Additionally, please explain the local presence that your firm will have in the community.

E. **References**: (**20 Points**) Scoring will emphasize quality of references. Also the quality of performance of previous contracts or services.

F. **Price**: (**5 Points**) Proposers shall provide hourly information by title/function assigned to the project as shown below:

| Department | Title/Function | Average Hourly Rate for Contract Term | Estimated Number of FTE Hours | Total Cost |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | **GRAND TOTAL** | |

After the selection process, the Selection Committee shall negotiate on behalf of the City of Joplin, a contract based on the fees and fee structure as submitted in the proposal. The City of Joplin reserves the right to delete elements or expand the scope of the contract based on the negotiated fees at the time of contract letting.

## III. SPECIFICATIONS OF SERVICES REQUESTED:

A. **General Statement:**
The City of Joplin requests proposals for services of providing a Grant Administration and Program Management/Delivery Services for all activities related to the 2012 CDBG-DR allocation provided to The City.

B. **Supporting Data**
Considerable additional information on the projects that are currently planned in the $45 Million award and this current $113 Million award can be found on the City's website at http://www.joplinmo.org/cdbg-dr.

C. Specifically, The City requests the following services to be provided:
1. The ability to collaborate with the City's Master Developer, current CDBG-DR Phase I Administrator firm and/or other partners on any project involving CDBG-DR funds.
2. Portfolio Management processes and tools for organizing and managing CDBG programs and funds.
3. Establishment and training of City Staff on best practices related to Program Management.
4. Establishment of Program charters, timelines, goals, metrics and deliverables.
5. Document control and management.
6. Action Plan and program development and support including Action Plan amendments.
7. All tasks related to completion of required NEPA reviews.
8. Policy development and Review.

9. Program and financial compliance requirements and local financial procedural support.
10. Support of communications strategy.
11. Development of monitoring plans and execution of said plans.
12. Manage program operations for all CDBG-DR Programs.
13. IT Oversight as required.
14. All allowable reporting required in the DRGR System or its equivalent.
15. Training/Outreach support for grant recipients, partners, and City Staff.
16. Implementation of a successful Project Management Software managed by the proposer but that can also be accessed and utilized by City Staff.
17. Other support and consulting functions as required by the City.

# IV. GENERAL INFORMATION AND REQUIREMENTS

## Minimum Effective Period of Proposal

All proposals are required to remain in effect for at least 120 days from the date submitted to The City for review. This should be taken into account during budget preparations.

## Public Information

All information, documentation, and other materials submitted in response to this solicitation are considered non-confidential and/or non-proprietary and are subject to public disclosure.

## Type of Contract

The final contract form shall be negotiated between and be mutually acceptable to the parties. Any contract(s) resulting from this effort will be negotiated at the sole discretion of City of Joplin (the "City"), and/or their agents.

## Clarifications and Interpretations

Any clarifications or interpretations of this RFP that materially affect or change its requirements will be provided by the City as an addendum. These items must be received by the City 10 days prior to the bid due date to allow for proper notification. All such addenda issued by the City shall be issued before the proposals are due as part of the RFP, and all Respondents shall acknowledge receipt of and incorporate each addendum in its Responses.

Respondents shall consider only those clarifications and interpretations that the City issues by addenda five (5) days prior to the submittal deadline. Interpretations or clarifications in any other form, including oral statements, will not be binding on the City and should not be relied upon in preparing its Responses.

## No Lobbying

Respondent acknowledges and accepts that from the Date of Issuance of the RFP until a final decision has been made by the City, it will not take any action, make any effort or support or engage others on its behalf to take actions or efforts with attempt to influence the decision making process for this RFP in the favor of the Respondent. This includes direct contact with the City Council, City Manager and City staff of the City of Joplin,

board members of CART, board members of the Committee, board members of the Joplin Chamber, board members of the Joplin School Board, and others who may be engaged in the process. Additionally, the Respondent acknowledges and accepts that it will not attempt to use public communication such as the news media, social media, etc. as a means of attempting to influence the RFP evaluation or decision making process. Any Respondent violating any of the aforementioned conditions is subject to immediate disqualification from consideration

## Deadline for Submission of Interest

The Developer will submit its Responses at the time and location described below:

Time/Date: Received by 5:00 PM Wednesday, November 27, 2013.
RFPs received after this time and date will not be accepted.

To: City of Joplin
Attn: Mr. Troy Bolander
Planning & Community Development
602 S. Main Street
Joplin, MO 64801

The Developer shall submit one (1) original with (11) identical copies of the Response in print and with one PDF copy provided on CD or USB drive. An original signature must be included on the "THE CITY OF JOPLIN REQUEST FOR PROPOSAL SUBMISSION FORM" document submitted with original document.

Late received Responses will be returned to the Respondent unopened. Properly submitted Reponses by the Respondents will not be returned. Hard copies of RFP materials must be enclosed in a sealed envelope (box or container) addressed as noted above; the package must clearly identify the submittal deadline and that the response is for the Joplin CDBG-DR Administration and Management.

## Point of Contact

The City designates the following person as its representative and Point-of-Contact for this RFP.

Jonathan Raiche, Assistant City Planner
Joplin City Hall
602 S. Main Street
Joplin, Missouri, 64801
(417) 624.0820 Ext. 572
jraiche@joplinmo.org

Respondents shall restrict all contact with the City and direct all questions regarding this RFP, including questions regarding terms and conditions and technical specifications, to the Point of Contact.

## Evaluation of Qualifications

The evaluation of the Responses shall be based on the requirements described in this RFP. All properly submitted Responses will be reviewed, evaluated, and ranked by the City, with input from the Committee as noted above. The City will reserve the right to

include an interview with the Proposer if the City deems it necessary to aid in the ranking process. If the City requests an interview from a select number of the proposals it is required of those Proposers to meet with the selection team at a time to be specified The City will contact those Proposers with the top ranked proposals that best meet City's needs. The number of selected proposals will be determined by the selection committee. Each of these will be required to meet with the selection team at a time to be specified. The proposals will be reviewed in depth with the selection team at that time. The City will contact the Proposer that best meets The City's needs and attempt to negotiate an agreement that is acceptable to both parties.

### City's Reservation of Rights

The City may evaluate the Responses based on the anticipated completion of all or any portion of the Project. The City reserves the right to reject any and all Responses and re-solicit for new Responses, or to reject any and all proposals and temporarily or permanently abandon the Project. The City makes no representations, written or oral, that it will enter into any form of agreement with any respondent to this RFP for any project and no such representation is intended or should be construed by the issuance of this RFP.

### Acceptance of Evaluation Methodology

By submitting its Responses to this RFP, Respondent accepts the evaluation process and acknowledges and accepts that the determination of the "most qualified" firm(s) will require subjective judgments by the City.

### No Reimbursement for Costs

The Respondent acknowledges and accepts that any costs incurred from the Respondent's participation in this RFP shall be at the sole risk and responsibility of the Respondent.

### Eligible Respondents

Only individual firms or lawfully formed business organizations may apply (this does not preclude a Respondent from using consultants). The City will contract only with the individual firm or formal organization that submits its Responses.

### Reference Checks

Respondent acknowledges and accepts that through the RFP evaluation process reference checks and background investigation may be conducted as a part of the due-diligence process.

### Award and Disbursements of Funds

The City has approved The Joplin Community Phase 2 Recovery Plan. This plan includes funding sources external to CDBG-DR. The City will negotiate a contract/agreement with the Proposer to execute the proposed activities as well as future amendments to the Action Recovery Plan and all general requirements for the CDBG-DR funding stream. Subsequent plans will be submitted to HUD as partial Action Plans and will be considered amendments to the Recovery Plan. The City will fund the proposal through the disaster funding.

## Disposition of Proposals

All submitted proposals become the property of The City.

## Nonconforming Terms and Conditions

A proposal that includes terms and conditions that do not conform to the terms and conditions in the RFP is subject to rejection as non-responsive. The City reserves the right to permit the Proposer to withdraw nonconforming terms and conditions from its proposal prior to a determination by The City of non-responsiveness based on the submission of nonconforming terms and conditions.

## Debarment

By submitting a proposal, the Proposer certifies that it is not currently debarred from submitting proposals for contracts issued by any political subdivision or agency of the State of Missouri or the Federal government and that it is not a person or entity that is currently debarred from submitting proposals for contracts issued by any political subdivision or agency of the State of Missouri or the Federal government.

**THE CITY OF JOPLIN**
**REQUEST FOR PROPOSAL SUBMISSION FORM**
**RFP #**

Company _____

Address _____

Contact Person_____

Telephone Number_____

Email_____

NOTE TO RESPONDENTS: SUBMIT ENTIRE SECTION WITH RESPONSE. THIS EXECUTION OF OFFER MUST BE COMPLETED, SIGNED, AND RETURNED WITH THE RESPONDENT'S QUALIFICATIONS. FAILURE TO COMPLETE, SIGN AND RETURN THIS EXECUTION OF OFFER WITH THE QUALIFICATIONS MAY RESULT IN REJECTION OF THE QUALIFICATIONS. SIGNING A FALSE STATEMENT MAY VOID THE SUBMITTED QUALIFICATIONS OR ANY AGREEMENTS OR OTHER CONTRACTUAL ARRANGEMENTS, WHICH MAY RESULT FROM THE SUBMISSION OF RESPONDENT'S QUALIFICATIONS, AND THE RESPONDENT MAY BE REMOVED FROM ALL PROPOSER LISTS. A FALSE CERTIFICATION SHALL BE DEEMED A MATERIAL BREACH OF CONTRACT AND, AT THE JRC'S OPTION, MAY RESULT IN TERMINATION OF ANY RESULTING CONTRACT.

By signature hereon, Respondent acknowledges and agrees that (1) this RFP is a solicitation for Interest and is not a contract or an offer to contract; (2) the submission of Responses by Respondent in response to this RFP will not create a contract between the City and Respondent; (3) Neither the City or the Committee, or any of their representatives, have made a representation or warranty, written or oral, that one or more contracts with the City will be awarded under this RFP; and (4) Respondent shall bear, as its sole risk and responsibility, any cost which arises from Respondent's preparation of a response to this RFP.

By signature hereon, Respondent offers and agrees to furnish to the City all of the products and/or services more particularly described in its Responses, and to comply with all terms, conditions and requirements set forth in the RFP documents and contained herein.

By signature hereon, Respondent affirms that they have not given, nor intends to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to a public servant, elected officials, leadership or staff of the City or partner organizations in connection with the submitted Responses.

By signature hereon, the Respondent hereby certifies that neither the Respondent nor the firm, corporation, partnership or Developer represented by the Respondent, or anyone acting for such firm, corporation, or institution has violated the antitrust laws of this state,

or the Federal antitrust laws, nor communicated directly or indirectly the Responses made to any competitor or any other person engaged in such line of business.

By signature hereon, Respondent represents and warrants that:
Respondent is a reputable company regularly engaged in providing products and/or services necessary to meet the terms, conditions and requirements of the RFP;
Respondent has the necessary experience, knowledge, abilities, skills, and resources to satisfactorily perform the terms, conditions and requirements of the RFP;

By signature hereon, Respondent certifies that the individual signing this document and the documents made part of the RFP is authorized to sign such documents on behalf of the company and to bind the company under any agreements or other contractual arrangements, which may result from the submission of the Response.

By signature hereon, Respondent affirms that no compensation has been received for participation in the preparation of the specifications for this RFP.

By signature hereon, Respondent affirms that it has not violated any of the noted No-Lobbying provisions or specification contained in this RFP.

By signature hereon, Respondent agrees to defend, indemnify, and hold harmless the City and the Committee, all of their officers, agents and employees from and against all claims, actions, suits, demands, proceedings, costs, damages, and liabilities, arising out of, connected with, or resulting from any acts or omissions of Respondent or any agent, employee, subcontractor, or supplier of Respondent in the execution or performance of any agreements or other contractual arrangements which may result from the submission of these Responses.

Submitted and certified this ___ day of _____.

BY:

Signature Date:_____

Name (Printed): _____

Title: _____

Signature: _____