

REQUEST FOR PROPOSALS FOR AN ADMINISTRATIVE CONSULTANT- CERTIFIED GRANT ADMINISTRATOR

The City of Three Rivers, MI is accepting proposals from consultants for management and administrative services required by the City for administration/implementation of a proposed Community Development Block Grant (CDBG) if funded by the state. The project for which funds will be requested consists of the rehabilitation of one historic building (40 North Main St.) that is listed on the National Register of Historic Places. The project will revitalize approximately 4,100 square feet of vacant, historic property into rental housing to accommodate two rental units.

Overview

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 accordance to the cost guidelines published in its [Application Guide](#). CDBG funds can be utilized for the payment of overall program administration costs that are associated with the funded CDBG project; such costs must be within the amounts allowed under the CDBG Program.

PART ONE: SCOPE

The scope of services that the consultant must be prepared and qualified to provide are as follows:

I. General Tasks

- A. Establish project files in the GRANTEE'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 GRANTEE's files.
- B. With the assistance of the GRANTEE, help conduct public hearings. This includes, but is not limited to, such things as assisting with public notices, conducting hearings, etc.
- C. Prepare the Section 504 self-evaluation and transition plan, if applicable.
- D. Prepare one analysis of impediments to fair housing.
- E. Ensure all Citizen Participation Requirements are met.
- F. Assist GRANTEE in establishing and maintaining one Section 3 plan and appropriate reports.
- G. Prepare progress reports for the GRANTEE, including obtaining financial and employment data from the developer.
- H. Prepare and submit for approval Community Development Block Grant Amendments as necessary and conduct public hearings if required.
- I. Other general tasks as necessary, including but not limited to, coordinating and meeting with key players, preparing amendment requests for GRANTEE, and preparing environmental review amendments for GRANTEE.

II. Financial Management

- A. Prepare the Requests for Payment to ensure consistency with the procedures established for the CDBG Program.
- B. Ensure that the GRANTEE has an acceptable financial management system as it pertains to finances of the CDBG 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.
- C. Make progress inspections and certify private investment.
- D. Provide assistance during annual audit of CDBG programs, as necessary.

III. Environmental Review - per project

- A. Assist GRANTEE with determining the required level of environmental review and prepare the required paperwork.

- B. Assist GRANTEE in providing documentation to ensure that project costs are not incurred until after the completion of the environmental review and authorization from the GRANTOR.

IV. Procurement

- A. Establish and maintain Procurement Policies and files in compliance with City of Three Rivers.
- B. Review and analyze proposals for qualifications, cost, and other factors.
- C. Provide required procurement reports to and obtain approvals from MEDC as appropriate.
- D. Maintain Section 3 file for each contract in excess of \$100,000.

V. Construction and Labor Compliance

- A. Monitor construction to ensure compliance with equal opportunity and labor standards provisions.
- B. Assist in a final inspection of the project and in the issuance of a final acceptance of work.
- C. Assist the project architect/engineer in obtaining any necessary permits.
- D. Monitor Section 3, DBE and other contractor and subcontractor reports.

VI. Rental Rehabilitation Specific Tasks

- A. Assist with managing rehabilitation portion of project as required through MEDC to assure compliance with all regulations.
- B. Attend meetings with City personnel, City Council and owner for informational purposes and public hearings.
- C. Prepare State Historic Preservation Office (SHPO) site specific review.
- D. Prepare bid specifications to work with plans as provided by design professional.
- E. Serve as primary contact for property owner and contractor.
- F. Prepare all closing and construction documentation for contractor, owner, and the GRANTEE.
- G. Attend all inspections of completed work with owner and GRANTEE and prepare financial requests.
- H. Oversee budget management, fund draws, leveraged fund summary SHPO response, Proforma changes and final outcome report.
- I. Work with property owners to assure rental compliance and eligibility.
- J. Review leases for Fair Housing and compliance.

VII. Monitoring and Close Out

- A. Attend and assist the GRANTEE during the MEDC's monitoring visit(s). Prepare GRANTEE's response to all monitoring findings.
- B. Prepare close-out documents.
- C. Conduct and document Performance Public Hearings on an annual and/or project basis as required.

VIII. National Objective Compliance, Surveys, and Income verification

- A. For housing projects: Obtain documentation that at least 51% of the rental units are affordable and at least 51% of the rental units are leased to low income households.

PART TWO: PROPOSALS

- I. Proposals will be considered by the City of Three Rivers at a meeting to be held at 6pm on March 19th, 2019. In order to be considered, proposals must be received by the City prior to 2:00 pm on March 8th, 2019.
- II. All proposals should be sealed and identified on the outside as;

2019 CDBG Administrative Consultant Implementation Proposal-Certified Grants Administrator

- III. All bids should be sent to the attention of the City Clerk – 333 W. Michigan Ave., Three Rivers, MI 49093. Bids are only accepted by mail or in person, no fax or e-mail bids will be accepted. The City of Three Rivers reserves the right to reject any or all proposals.
- IV. The proposal must include an hourly rate, including fringe benefits plus travel and material costs, if applicable. The proposal must include a justification of the hourly rate, 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 administration during the last four calendar years; this list will be used for reference purposes. This list should include the type of CDBG projects administered. All references must indicate excellent program performance.
- V. Questions concerning this proposal should be addressed to Cathy Lawson, Director of Finance and Administration, (269) 273-1075 ext. 109, clawson@threeriversmi.org.

PART THREE: SELECTION CRITERIA

All responses to the proposal will be evaluated according to the following criteria and corresponding point system. The proposals 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.

Experience - Firm's experience in administering CDBG projects during the last four calendar years; name of locality under contract with the firm and type of project administered:

Administered no CDBG projects: 0 pts.

Administered 1-or more CDBG projects: 15 pts.

Administered 1-or more rental home rehabilitation projects: 20 pts.

Local - The City gives preference to firms located within the 49093-area code. Local business preference: 10 pts.