

## CITY OF JACKSON

### Request for Proposal and Qualifications for CDBG Grant Program Administration

#### RFP No. 2016-03

The City of Jackson is requesting proposals for CDBG Grant Program Administration for the City's previous CDBG housing rehabilitation grants, to be paid from CDBG grant revenues. Proposals will be received by the City of Jackson, by mail or delivered in person, to 33 Broadway, Jackson, CA, 95642-2301. Proposals will be accepted until 3:00 p.m., November 21, 2016. Return addresses and RFP No. 2016-03 must appear on the cover and on the front of the delivery package.

#### PROJECT DESCRIPTION

The project description represents an outline of the services which the City anticipates the successful consultant will perform, and is presented for the primary purpose of allowing the City to compare proposals. The precise scope of services shall be negotiated between the City and the successful consultant.

- A. Project Objectives.** The primary objective is for the City to have a consultant who will be responsible for completing and filing all CDBG housing rehabilitation reports accurately and on time. The City's CDBG loans go back to 1994. There are no current programs in operation.
- B. Project Timelines.** The City seeks a proposed schedule from the consultant to complete the tasks outlined in this RFP.
- C. Background Information.** The City received grants from the State Housing and Community Development Department from 1994 and 1995. These grants were used for housing rehabilitation loans that the City must track and report on their status to the State. Also, revenue from these grants was and continues to be "loanable." The City is behind approximately 2 years in its reporting.
- D. Scope of Services.** The consultant will complete all reports, both quarterly and annually, or as required by the Housing and Community Development Department, in a timely manner.

Projects include:

94-STBG-801

CDBG Revolving Loan Fund

95-STBG-903

CDBG Discretionary Fund

## **MINIMUM PROPOSAL REQUIREMENTS**

The proposal, at a minimum, will include the following information presented in a clear and concise format, in order to demonstrate the consultant's professional qualifications and experience for the satisfactory performance of the services outlined in the Project Description section of this Request For Proposals.

- A. A list of the most recent projects for which the consultant has performed services of similar size, scope, and complexity. This list shall include the name, contact person, address, and phone number of each party for whom the service was provided, as well as a description of the service performed, the dollar amount of the contract, and the date of performance.
- B. A list of the principals, employees, agents, and sub-consultants which the consultant anticipates assigning to this Project. This list shall include a summary of the qualifications, licenses, and experience of each individual; the approximate number of hours each will devote to the Project; and the type of work to be performed by each individual. The list will specify the lead person who will be in charge of the project from the beginning through the end of the project. The City will retain the right of approval of all persons performing under the agreement.
- C. A detailed description of the methods by which the consultant intends to perform the work set forth in the Scope of Services. The description shall include, at a minimum, the following items:
  - 1) A performance and cost schedule for all services necessary to complete this Project. The proposal should specify the major components, the cost breakdown by major component or phase, and the expected time of completion for each component based on the scope of services outlined in the proposal.
  - 2) A total proposed "Not to Exceed" cost of the services, including a Fee Schedule describing all charges and hourly rates for services.
  - 3) Proposed terms for an agreement by which the work shall be performed.
- D. The proposal must be signed by an authorized representative of the consultant.

## **SELECTION PROCESS**

The City will review and evaluate all proposals for the professional qualifications and experience necessary for the satisfactory performance of the services required. The City may request clarifications of proposals directly from one or more consultants. It is anticipated that

this review period will be within ten (10) days. In reviewing the proposals, the City will consider the following:

- A. The experience and past performance of the consultant and its agents, employees, and sub consultants in completing projects of a similar type, size, and complexity.
- B. The feasibility of the proposal based upon the performance and cost schedules, and the methodology to be used.
- C. Consultant's understanding of the work to be completed based upon the clarity of the proposal and responsiveness to this Request For Proposals.

The City reserves the right to reject any or all proposals, and to waive any irregularity. The award of the contract will be based upon a total review and analysis of each proposal and projected costs.

### **PROPOSAL FORMAT**

Three sealed copies of your Qualifications and Proposal must be received by the City of Jackson on or before November 21, 2016 at 3:00 p.m.. Proposals must be submitted or delivered to the following address:

Michael Daly, City Manager  
City of Jackson  
33 Broadway  
Jackson, CA 95642