
HUD Grant Administration.

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To Jasen Glasbrenner <jasen.glasbrenner@richlandcenterwi.gov>; Darcy Perkins <darcy.perkins@richlandcenterwi.gov>; Matt Muchow <mmuc@vierbicher.com>

Jasen and Darcy,

Below please find our project understanding, preliminary scope of services, expectations of others in the project, and estimated fees. The potential 5 year duration of the Grant Administration engagement covering 3 distinct projects with 3 different engineering firms and multiple general contractors and subcontractors increases the complexity and level of effort required to complete the Grant Administration Services. Our proposal reflects our experience in administering complex grant funded projects similar to those planned in Richland Center.

We look forward to discussing the Grant Administration engagement and working with you on these projects.

Thanks.

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I. PROJECT UNDERSTANDING

The City of Richland Center was awarded a \$2,500,000 HUD Community Project Funding / Congressionally Directed Spending Grant for Water, Sewer, and Road Infrastructure Expansion within the municipal boundaries of Richland Center, WI. The Projects identified include:

1. **Hive Drive – Public Right-of-Way Improvements:** Intersection improvements, stormwater management, and DOT-compliant public sidewalk installation near RC High School.
2. **Jefferson Street Redevelopment (Downtown):** Road, sanitary sewer, water, stormwater, and parking lot improvements to support downtown redevelopment and address aging infrastructure.
3. **Lamont Residential Housing Subdivision Development:** Roadway and utility extensions (~1,800 feet) to serve a new subdivision, addressing the community's critical housing shortage.

The identified projects are anticipated to run concurrently with a total time duration of the HUD Grant Administration Activities spanning five (5) years encompassing three (3) independent projects.

II. SCOPE OF SERVICES

A. General

Consultant shall work with Client to provide HUD Grant administration services for the above project. All work to be undertaken as part of this proposed program must be undertaken in accordance with the Federal Code of Federal Regulations, including but not limited to 2 CFR Part 200, 2 CFR Part 180, 24 CFR Part 50, 24 CFR 58, 24 CFR Part 75; and other applicable State and federal requirements.

B. Specific Services Provided by Consultant to Applicant:

1. Assist the City of Richland Center with finalization of the HUD grant agreement and amendments, as applicable.
2. Assist the City of Richland Center with enrollment in the DRGR system.
3. Establish and maintain record keeping and filesystem as required by the HUD program.
4. Complete the Environmental Reviews in accordance with the HUD Implementation Manual. Services shall include preparation of the environmental documents, public notices and Request for Release of Funds.
5. Participate in pre-construction meetings with Contractors and Subcontractors to communicate the following:
 - a) Role of the Consultant related to the project
 - b) Funding program requirements
 - c) Expectations of contractors and subcontractors
6. Act as the Federal Labor Standards officer for the project. Duties shall include:
 - a) Obtain Federal Wage Rates,
 - b) Assembling Federal Wage Rate documents into bidding specifications,
 - c) Monitor wage determination changes and issue new wage decisions as needed during project bidding,
 - d) Complete and submit semi-annual labor standards compliance reports,
 - e) Monitor contractor payroll reports for compliance with Davis-Bacon requirements,
 - f) Interview contractor employees as required by Davis-Bacon Act,
 - g) Complete and submit the final Labor Standards Certification.
7. Assist with procurement compliance, subrecipient monitoring and conflict of interest compliance.
8. Support competitive bidding processes as required by HUD Grant Agreement, Federal regulation and City policy.
9. Monitor and report on compliance with Federal Regulations, HUD requirements and policies applicable to the project.
10. Manage financial records and prepare financial management journals as required by the HUD program. Prepare and submit HUD requests for payment and related required documentation.

11. Assist the Client with setting up the grant account to receive HUD disbursements. Prepare and submit requests for disbursement of funds. Coordinate payment of project invoices with other funding sources and document matching funds.
12. Assist with Equal Opportunity compliance as required by the HUD program.
13. Assist with Fair Housing Actions required by the HUD program.
14. Prepare and submit HUD reporting documents including semi-annual performance reports, single audit statements, Equal Opportunity/Minority Business Enterprise/Woman Business Enterprise (WBE/MBE) compliance reports, and Project Completion Report as outlined in the HUD Contract.
15. Prepare and submit closeout reports and coordinate closeout of the HUD Grant at the completion of the project.
16. Attend City Council meetings as necessary.

III. INFORMATION PROVIDED BY OTHERS

In order to complete our scope of services, the following information shall be provided by others:

- A. Engineers for each of the identified projects will generate project manuals that meet HUD requirements and comply with federal regulations and local policies. Project manuals for each project will be provided to the Consultant.
- B. Engineers for each identified project will conduct the bidding process for each of the projects. Bill documents and results will be furnished to the consultant.
- C. Provide Engineers with all criteria and full information as to Client's requirements for the project, including design objectives and constraints, performance requirements, flexibility, expandability, and any budgetary limitations; furnish copies of all design and construction standards which Client will require to be included in the drawings and specifications; and furnish copies of Client's standard forms, and conditions, including insurance requirements and related documents for Consultant to include in the bidding documents, or otherwise when applicable.
- D. Furnish to Consultant any other information pertinent to the project including reports and data relative to previous designs, investigations at or adjacent to the site, including hazardous environmental conditions and other data such as reports, investigations, actions or citations.
- E. Maintenance of files, including filing of documents in appropriate file folders.
- F. Services of the Client's attorney.
- G. Miscellaneous expenses incurred by the Client related to the implementation of the HUD program. These expenses may include personnel training, travel, postage, office supplies, telephone, newspaper publication costs, and copies.

IV. FEES

- A. The HUD Grant Administration Services will be provided on a time and expense basis to the Client for the scope of services described herein. The estimated fee for these services is based on the scope of work across three (3) projects over a five (5) year grant administration period. The total estimated fee is \$61,900.
- B. This fee assumes that the work will be completed within the time frame set forth herein. If significant delays to the project occur, which are not due to the negligence of the Consultant including, by way of example and not limitation, decisions of the Client, regulatory approvals, deferrals to the next construction season or calendar year, etc., the Consultant reserves the right to negotiate and adjust an appropriate change to the fees.
- C. Reimbursable expenses will be charged to the client as identified in the above stated fees. These expenses may include personnel training, travel, postage, office supplies, telephone, newspaper publication costs, and copies.

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