

REQUEST FOR PROPOSALS FOR PROGRAM ADMINISTRATION SERVICES AND FINANCIAL MANAGEMENT

The City of West Monroe is accepting proposals from consultants for management and administrative services required for the administration/implementation of Louisiana Watershed Initiative's Local and Regional Watershed Projects Grant Program – MIT Design Support Program (DSP) City of West Monroe Cypress Detention South.

The type of project involved is a drainage improvements project. The selected firm will be required to provide management and administrative services to keep the City in compliance with all federal, state, and local standards, including, but not limited to maintaining program files, updating policies regarding equal opportunity, construction compliance, and financial management.

SCHEDULE OF EVENTS

Publicizing RFP:	September 19, 2024
Deadline for Questions:	October 16, 2024
RFP Submittal Deadline:	October 16, 2024
Estimated Contractor Selection:	October 22, 2024

All proposals must be sealed and identified on the outside as:

PROPOSAL FOR ADMINISTRATIVE SERVICES
CITY OF WEST MONROE – MIT DESIGN SUPPORT PROGRAM (DSP)
CYPRESS DETENTION SOUTH PROJECT

All proposals will be scored and ranked with the highest rated firm being awarded a contract. Provide **four (4) copies** of the proposal and the required supplemental information.

Project Duration: The performance period for this project is March 1, 2023 – February 28, 2027. The activities undertaken by the selected contractor will not span the entire date range but will be within this period.

PART ONE: SCOPE OF SERVICES

The level and scope of services needed will be determined by the City. It is the intention of the City to award a cost reimbursement contract to the selected proposer. The services to be provided will include, but not be limited to:

General Program Administrative Tasks:

Establish project files in the local governing body's office. These files must demonstrate compliance with all applicable state, local, and federal regulations. The project files must be monitored throughout the program so that all necessary documentation is retained in the City's files. The proposer will submit an initial wage determination prior to bid document finalization to the City and/or Project Engineer. If a wage revision is needed, it must be submitted no less than 10 days prior to the bid opening and

provide the updated wage decision to the City and/or Project Engineer. Obtain contractor clearances and attend pre-construction conference.

Construction Phase:

Obtain any additional classification and/or wage rates in accordance with the requirements of 29 CFR 5.5 and any guidance or directives from the HUD Office of Labor Relations and the State Office of Community Development.

Review each Prime and Sub-contractor's weekly payroll (Optional Form WH-347 or equivalent) information provided by the contractor(s) throughout the construction period for all the data and information required by 29 CFR 5.5 to include employee information, work classification, rate of pay, gross wages earned, deductions, net pay is complete and accurate. Provide assistance to the City to remedy all discovered payroll deficiencies or underpayments.

Conduct on-site employee interviews for at least each classification and compare the results with the appropriate payrolls and wage decision. Record the results of each interview on the HUD form 11 "Record of Employee Interview" and resolve any discrepancies. Initiate actions required for any wage restitution actions including notifications, computations and certified payroll corrections.

Monitoring and Closeout:

Assist the City during all desktop and/or on-site monitoring visits. Assist the City with all necessary written responses required from the monitoring visits. Prepare all necessary Closeout documents for the City.

PART TWO: PROPOSALS

Include the following information under the title "Proposal for Administrative Services – City of West Monroe – MIT Design Support Program (DSP) Cypress Detention South Project ":

1. Name of proposer
2. Proposer address
3. Proposer telephone number
4. Proposer federal tax identification number
5. Name, title address, telephone number, fax number, and email address of contact person authorized to contractually obligate the proposer on behalf of the proposer.

Contents of Proposal

Letter and number responses exactly as the questions are presented herein. Submitted proposals must contain the following information:

1. Introduction (transmittal letter)
2. Background and Experience
3. Specialized Knowledge
4. Personnel/Professional Qualifications
5. Approach

1. **Introduction (transmittal letter)**

By signing the letter and/or offer, the proposer certifies that the signatory is authorized to bind the proposer. The proposal must include:

- a. A brief statement of the proposer's understanding of the scope of the work to be performed;
- b. A confirmation that the proposer meets the appropriate state licensing requirements to practice in the State of Louisiana if applicable;
- c. A confirmation that the proposer has not had a record of substandard work within the last five years;
- d. A confirmation that the proposer has not engaged in any unethical practices within the last five years;
- e. A confirmation that, if awarded the contract, the proposer acknowledges its complete responsibility for the entire contract, including payment of any and all charges resulting from the contract;
- f. Any other information that the proposer feels appropriate;
- g. The signature of an individual who is authorized to make offers of this nature in the name of the proposer submitting the proposal.

2. **Background and Experience**

Proposers will:

- a. Describe Proposer's firm by providing its full legal name, date of establishment, type of entity and business expertise, short history, current ownership structure and any recent or materially significant proposed change in ownership.
- b. Describe any prior engagements in which Proposer's firm assisted a governmental entity in dealings projects relating to CDBG. Proposer will include all examples of work on similar projects as described in Part One. Proposer will provide a list of completed CDBG projects. Proposer will provide the names, phone numbers, and emails of contact persons in the organizations for whom any projects referenced in this section were conducted. Proposer will include written references (letters or forms are acceptable) from previous clients attesting to the quality of work proposer cites in this section.
- c. Describe any issue that would be uniquely relevant in evaluating the experience of the proposer's firm to handle the proposed project.
- d. Provide current information on professional errors and omissions coverage carried by Proposer's firm, including the amount of coverage.

3. **Specialized Knowledge**

Proposers will:

Describe their knowledge of HUD's requirements for the Community Development Block Grant Program.

4. **Personnel/Professional Qualifications**

Proposers will:

- a. Identify staff members in the job classifications of (1) Executive, (2) Project Manager, (3) Analyst III, (4) Analyst II, who would be assigned to act for Proposer's firm in key management and field positions providing the services described in the Proposal, and the functions to be performed by each.
- b. Include resumes or curriculum vitae of each such staff member designated above, including name, position, telephone number, fax number, email address, education, and years and type of experience. Describe, for each such person, the projects relevant to CDBG they have worked on. Provide the names, telephone numbers, and email addresses of contact persons with the firms or organizations with whom these staff members worked on CDBG projects.
- c. Estimate the number of persons to be assigned to this project.

5. **Approach**

Proposers will:

- a. Clearly describe the unique approach, methodologies, knowledge and capability to be employed in the performance of the Scope of Services. Present any pertinent additional information not discussed in the Scope of Work for consideration.

6. **Proposed Compensation**

Proposers will:

For each separate task identified above in the Scope of Services, the proposer will provide a total price per task. The total price per task will include all costs associated with the task, including direct labor, overhead, and reimbursable expenses. The Proposal will include a completed "Cost Reasonableness Form" provided with this Request. The final price per task of the selected firm will be subject to a cost reasonableness determination and final negotiation. Profit to be negotiated upon Contract Award.

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 based on written materials. Sufficient information must be included in the proposal to ensure the correct rating. Incomplete or incorrect information may result in a lower evaluation.

Rating Factor	Maximum Points
Qualifications	20
Experience	40
Capabilities	20
Cost	20
Maximum Total Score	100

Cost Reasonableness Determination Form

City of West Monroe
City of West Monroe – MIT Design Support Program (DSP)
Cypress Detention South Project
Administrative Consultant Services

Proposer:		
Date:		, 2024

Direct Labor Rate:	
Overhead Multiplier:	
Profit:	
Total Hourly Rate (w/o Profit):	

Description	Manhours per Task	Hourly Rate w/out Profit	Total Cost per Task
Establish and maintain program files			
Civil Rights and Equal Opportunity			
Financial Management			
Pre-Construction Phase			
Construction Phase: Obtain Additional Classification			
Construction Phase: Review of weekly payrolls (Monthly Task)			
Construction Phase: Conduct On-site labor interviews			
Monitoring & Closeout			