



REQUEST FOR PROPOSALS

City of Ellsworth, Maine



5/25/2017

CDBG Housing Program Administrator

To provide Administrative Services for a
Community Development Block Grant Program.

Request for Proposals

CDBG HOUSING PROGRAM ADMINISTRATOR

I. Introduction.

The City of Ellsworth is seeking a qualified individual or firm to carry out the duties and responsibilities necessary for the implementation of the City's pending Community Development Block Grant (CDBG) Phase III. The procurement is subject to the City receiving the grant funds from the State of Maine. The selected firm must demonstrate a thorough understanding of State and Federal requirements as they apply to the use of CDBG dollars, and extensive background in housing rehabilitation, as well as a willingness to work with the City to ensure efficiency and accountability.

II. Addenda, Rejection, Cancellation, and Preparation Costs.

1. The City reserves the right to revise any part of this Request for Proposals (RFP) by issuing an addendum at any point prior to the submittal deadline.
2. The City reserves the right to accept or reject, in whole or in part, all proposals submitted and/or to cancel this announcement if any such action is determine to be in the City's best interest.
3. The City reserves the right to enter into a contract for services that is less than the scope of work outlined above and/or enter into another contract for services for similar or related work now and if the need arises in the future.
4. The City reserves the right to negotiate a lower or different fee structure with any consultant/individual that is selected.
5. All materials submitted in response to this RFP becomes the property of the City.
6. The City will not be responsible for costs associated with preparing proposals. By submitting a proposal, each consultant/individual agrees to be bound in this respect and waives all claims regarding such costs and fees.
7. Reports and materials developed by the successful applicant under a contract that may result from this RFP are considered public information and may not be copyrighted.
8. The City of Ellsworth is an Equal Opportunity Employer and supports Equal Housing Opportunity.

III. Anticipated Scope of Work.

One of the City's goals is to create a partnership with a consulting firm to share the workload strategically, utilize administrative dollars efficiently, and to provide for extended services in the event of program income generation. The City is also seeking assistance with some of the monitoring tasks on deferred loans. The City anticipates the following breakdown of primary tasks but is also

open to consultant/individual recommendations that would better achieve the City’s goal. The proposed program responsibilities as presented below is intended to provide general guidance.

CITY RESPONSIBILITIES		CONSULTANT RESPONSIBILITIES	
1. Outreach and Administration.			
<ul style="list-style-type: none"> a. City Planner develops and posts information on City web page and Facebook; email/mail application form to list of interested residents. b. City Planner develops and distributes press release, flyers, etc. c. City Planner publishes and coordinates public hearings, meetings and required notices. 		<ul style="list-style-type: none"> a. Participate in public meetings and hearings. b. Develop, update and maintain all forms and documents necessary to administer the program. 	
2. Application Intake and Screening.			
<ul style="list-style-type: none"> a. City staff directs all inquiries to Consultant for intake and screening. 		<ul style="list-style-type: none"> a. Respond to all resident inquiries. b. Explain the CDBG process as needed. c. Intake and review of applications and review for completeness and accuracy. d. Conduct eligibility review and scoring per program guidelines such as, but not limited to: project location; house & land ownership; deed; real estate listing status; liens; reverse mortgage; house/floodplain insurance; income; tax exempt status; liquid assets, and conflict of interest. e. Relate client “wish list” to allowed CDBG work (HQS and NFPA 101). <i>May require preliminary inspection.</i> f. Completes project prioritization table and determine score. g. Determine if work can be performed in conjunction with other programs such as, but not limited to, WHCA Weatherization, Central heating Improvements, and Home Repair; DEP Tank and Pipe Replacement, the City Enviro-grant, and in certain cases the consultant may have to work with the USDA 504 and 502 loan programs. 	
3. Loan Processing.			
<ul style="list-style-type: none"> a. City Planner schedules and coordinates Ellsworth Housing Rehabilitation Committee meetings. b. City Planner informs clients who are not granted funds. 		<ul style="list-style-type: none"> a. Prepare material for the Ellsworth Housing Rehabilitation Committee to review applications and approve loans. b. Participate in the Ellsworth Housing Rehabilitation Committee meetings. 	
4. Project Inspection and Review.			
<ul style="list-style-type: none"> a. City Code Enforcement Officer and Fire Inspector assists with inspections as it pertains to HQS and NFPA 101. b. City Planner prepares all environmental review documents. c. City pays for the posting of all notices in the Ellsworth American. d. City Clerk receives and publicly opens bids from contractors to determine apparent low bidders. e. City Planner issues a “Notice to Proceed” to the selected contractor(s) with the caveat that all permits (electrical, plumbing, building, etc.) will be secured prior to start. f. City Planner informs clients of denial of services decision as needed. 		<ul style="list-style-type: none"> a. Schedule visit with client to review work requested and conduct thorough inspection of the property for hazards and code violations. b. Determine priority with homeowner based on budget. c. Draft work specifications. Get sign off from City Code Enforcement Officer and Fire Inspector. d. Evaluate whether the estimate will meet the loan to value requirement. e. Ensure compliance with CDBG labor standards. f. Ensure compliance with CDBG and City procurement policies. g. Mail bids to contractors. h. Coordinate invitation of interested contractors to conduct walk-through of property. Homeowners may specifically request preferred contractors receive an invitation to attend. 	

CITY RESPONSIBILITIES	CONSULTANT RESPONSIBILITIES
	<ul style="list-style-type: none"> i. One contractor to be hired through competitive bidding per job with the exception of where specialty contractors are needed (lead and/or asbestos abatement). j. Review bids with homeowners and select the low bidder. If bids deviate substantially from estimates, document and determine discrepancy. Project may be rebid if necessary to achieve cost-reasonable bids. k. Ensure selected bidder is not on Federal List of Debarred Contractors and that all applicable contractor licenses and insurance are in place and on file. l. Draft and have contracts between contractor and homeowner signed. Include Tidy Yard clause as needed. m. Re-verify client income prior to final loan closing to ensure eligibility for assistance. n. Once contract between client and builder is signed and City Planner has signed off, schedule a meeting with City Finance Director to sign loan agreement. o. Provide one copy of loan agreement to client. p. Coordinate pre-construction conferences.
5. Accounting and Reporting	
<ul style="list-style-type: none"> a. City Planner submits invoices for payment to City Finance Director. Checks will be made payable to the property owner for payment of completed rehab work but held in the Finance Office until the property owner signs the check as "payable to Contractor." The contractor then signs for and receives the check directly from the Finance Office. Copies of all issued checks will be kept on file in the City Finance Office. b. City Planner sends reports to State. c. City Finance Director submits Requests for Reimbursements to State. d. City Planner, in conjunction with City Finance Director, monitors, tracks, and evaluates all administrative charges and the use of all CDBG funds. 	<ul style="list-style-type: none"> a. Process Change Orders as needed and ensure that all signatures are acquired including the client's. b. Prepare paperwork and submit invoices to City Planner after work begins on behalf of the contractor(s). All invoices must be accompanied by work-in-place inspection documentation, signed by the homeowner, rehab technician, City Code Enforcement Officer and the Fire Inspector. c. Before issuing final payment, obtain signature from client on "Project Completion" form for project file. d. Verify that the client has received all appropriate warranties for work completed and equipment installed, and obtain copies for project files. e. Obtain executed mechanical liens release from contractors and subcontractors. f. File mortgage lien at the registry of deeds and send original copy to City. g. Provide all information to the City in the required formats for reporting, accounting, and audits.
6. Monitoring	
	<ul style="list-style-type: none"> a. Monitor homeowner's insurance requirements. b. Monitor income of rental property households. c. Monitor rent of rental properties. d. Monitor compliance with Tidy Yard clause. e. Inform City of findings.

IV. Deliverables.

It is expected that deliverables will include a hard copy or electronic copy of all paperwork generated during the process that consist of the phase III record.

V. Contract Period.

The contract period commences with the signing of a contract for services and terminates with the completion of the CDBG activities. It is anticipated that the contract period will be from June 2017 to December 2018.

VI. Proposal Requirements.

To achieve a uniform review process and a degree of a comparability, the proposal should be organized in the following order and contain all of the following information:

1. Title Page and/or Cover Letter.

- a) Show the proposal title, the name of the firm, address, telephone number(s), email address, name of primary contact person, the date, and other relevant company information.
- b) Provide the name(s) of the person(s) authorized to make representations for your firm, their title(s) and contact information.
- c) Include a list of and contact information for any proposed sub-consultants and the work they will perform.
- d) Briefly state your understanding of the services requested and make a positive commitment to provide the services as specified.

2. Experiences and Examples.

Describe your firms' experience in the required areas of expertise, and its adaptability to provide the needed services for the City. Include examples for which your firm has supplied the same or similar services for other municipalities. Provide up to three experience summaries describing similar work and identifying client reference contact information.

3. Key Staff.

Identify the designated project manager or primary contact and key supporting staff, along with their availability, CDBG Housing program experience, and capacity to provide the requested services. Clearly state the person(s) assigned to oversee the administration of this program and those who will be actively involved in the administrative duties. Include resumes/bios for each of the individuals and clearly identify sub-consultants. Please note, CDBG Housing Rehabilitation Technician certification and experience is required.

4. Scope and Approach.

State the services your firm is proposing to provide. At a minimum, "Consultant Responsibilities" listed in the table under section III of the RFP must be addressed. Describe your firm's ability and willingness to work in a cooperative relationship with the City to achieve successful administration of the CDBG housing program, and include any

recommendations your firm has relative to a modified breakdown or program responsibilities. Identify the location of your firm's office where the program services will be provided and specify the hours of staffing.

5. Cost.

Provide a cost proposal statement in the following format:

- a) Overall cost of providing CDBG administrative services for the proposed project approach and scope of services will not exceed _____% based on the amount of executed rehabilitation services (CDBG billable) and for post grant close-out monitoring services (City billable).
- b) Approximate cost break down by overall responsibilities: Outreach and Administration; Application Intake and Screening; Loan Processing; Project Inspection and Review; Accounting and Reporting; and Monitoring, as well as any other costs that will be billed to the project.

VII. Review of Proposals.

Proposals will be reviewed and evaluated by the City and the members of the Ellsworth Housing Rehabilitation Committee using the following point system.

General qualifications and capacity of firm or individual:	20 points.
Demonstrated related experience:	20 points.
Qualifications of staff assigned to the project:	20 points.
Appropriateness of general approach to Scope of Work elements:	20 points.
Project cost:	5 points.
Knowledge and understanding of project, of CDBGs, and of the City of Ellsworth:	15 points.
Total:	100 points.

VIII. Submittal Requirements.

1. Proposals must be received by the City of Ellsworth by 3:00 PM on Monday June 12, 2017.
2. Questions shall be directed and proposals submitted to:
Michele Gagnon
City of Ellsworth
One City Hall Plaza
Ellsworth, Maine 04605
T. (207) 669-6608
Email: mgagnon@ellsworthmaine.gov

3. The maximum total length of a proposal must not exceed 12 bound and consecutively numbered pages (including title page, cover letter, appendices, and attachments), and have a font similar in size to Tw Cen MT 12 or no smaller than the print in this document, text must be a minimum single-spaced with a minimum of 1-inch margins.
4. Provide the City at least two original hard copies of the completed proposal.
5. Provide the City at least one electronic copy via email at mgagnon@ellsworthmaine.gov or on DVD, CD, or USB drive.
6. Nonconforming proposals may be rejected.