



City of Livingston, Texas

A Texas Main Street City Since 2005

200 West Church Street, Livingston, Texas 77351-3281

Telephone: (936) 327-4311

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www.cityoflivingston-tx.com

GRANT SERVICES PUBLIC NOTICE

The City of Livingston plans to apply for the upcoming Community Development Block Grant – Mitigation funding from the General Land Office – Community Development & Revitalization (GLO). These services are being solicited to assist the City in its application and administration of the CDBG-DR contract(s), if awarded, to support eligible activities in the City of Livingston. Accordingly, the City of Livingston is seeking to contract with a qualified **PROFESSIONAL ADMINISTRATOR** or Service Provider (individual/firm) to prepare the application and/or administer the awarded contract(s). Please submit THREE (3) copies of your proposal of services and a statement of qualifications for the proposed services to the following address: Attn: Billy S. Wiggins, 200 West Church Street, Livingston, Texas, 77351. Proposals shall be received by the City of Livingston no later than 5:00 P.M. on Tuesday, December 6, 2022 to be considered. The City of Livingston reserves the right to negotiate with any and all individuals or firms that submit proposals. Section 3 Residents and Business Concerns, Minority Business Enterprises, Small Business Enterprises and Women Business Enterprises are encouraged to submit proposals. The City of Livingston is an Affirmative Action/Equal Opportunity Employer.

The City of Livingston plans to apply for the upcoming Community Development Block Grant – Mitigation from the General Land Office – Community Development & Revitalization. Accordingly, the City of Livingston is seeking to contract with a qualified **ENGINEERING FIRM** (individual/firm) to prepare all preliminary and final design plans and specifications, and to conduct all necessary interim and final inspections. These services are being solicited to assist the City of Livingston in its application preparation and project implementation of a CDBG contract(s), if awarded, to support eligible activities in the City of Livingston. Please submit THREE (3) copies of your proposal of services and a statement of qualifications for the proposed services to the following address: Attn: Billy S. Wiggins, 200 West Church Street, Livingston, Texas 77351. Proposals shall be received by the City of Livingston no later than 5:00 P.M. on Tuesday, December 6, 2022 to be considered. The City of Livingston reserves the right to negotiate with any and all individuals or firms that submit proposals. Section 3 Residents and Business Concerns, Minority Business Enterprises, Small Business Enterprises and Women Business Enterprises are encouraged to submit proposals. The City of Livingston is an Affirmative Action/Equal Opportunity Employer



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November 14, 2022

Re: Proposed Contract Funding for the CDBG – Regional Mitigation Funding through GLO
Community Development & Revitalization

Dear Administrative Service Providers:

Attached is a copy of the City of Livingston Request for Proposals for application and administrative services. These services are being solicited to assist the City of Livingston in its application and administration of a contract, if awarded, from the CDBG – Regional Mitigation Funding of the General Land Office (GLO) Community Development Block Grant Program. The City of Livingston is considering applying for such funding to support **Infrastructure** activities in the City of Livingston.

The submission requirements for this proposal are also included on the attached Request for Proposal (RFP) form. Firms and/or individuals should have past experience with federally funded programs. Please submit a proposal of services and statement of qualifications to:

Billy S. Wiggins, City Manager
City of Livingston, Texas
200 West Church Street
Livingston, Texas 77351

Along with your proposal, you must also include verification that your company as well as the company's principal is not listed (is not debarred) through the System for Award Management (www.SAM.gov). Please include a print out of the search results.

The deadline for submission of proposals is **Tuesday, December 6, 2022 at 5:00 P.M.** The City of Livingston reserves the right to negotiate with any and all persons or firms submitting proposals, per the Texas Professional Services Procurement Act and the Uniform Grant and Contract Management Standards.

The City of Livingston is an Affirmative Action/Equal Opportunity Employer.

Sincerely,

Billy S. Wiggins, City Manager, City of Livingston, Texas

Judy B. Cochran, Mayor

Billy S. Wiggins, City Manager

Ellie Monteaux, City Secretary

Council Members: Raymond Luna, Elgin Davis, Alan Cook, Marion A. 'Bid' Smith, Clarke Evans

RFP for Administration/Professional Services

The City of Livingston is seeking to enter into a services contract with a competent administration/management firm/professional service provider to assist the City of Livingston in preparing an application for and in the overall management of its proposed CDBG-Regional Mitigation project, if funded by the Texas General Land Office Community Development and Revitalization (GLO). The following outlines the request for proposals.

- I. Scope of Work - The professional administration/management firm/consultant to be hired is to provide application and contract-related management services to the City of Livingston, including but not limited to the following areas:

Pre-Funding Services

Grant Administrator will develop project scope and complete CDBG-MIT application. The provider will work with the City and Engineering, if applicable, to provide the concise information needed for submission of complete mitigation funding application and related documents. The required information shall be submitted in a format to be described by the GLO.

Post-Funding Services

Grant Administrator will administer, and complete infrastructure, utilities, and eligible projects approved for mitigation funding. The selected administrative firm must follow all requirements of the Texas CDBG Regional Mitigation program.

General Administration Services – General

- Administrative Duties
- Construction Management

Grant Administration Services – Infrastructure

- Administrative Duties
- Acquisition Duties
- Environmental Services

Please specify actual tasks to be performed under each of these categories.

*Pre-funding services are not eligible for CDBG-MIT reimbursement and must be paid with local or other non-CDBG-MIT funds.

- II. Statement of Qualifications – The City of Livingston is seeking to contract with a competent professional administration/management firm/consultant experienced in grants/contracts application and administration. Specifically, it is seeking those consultant(s) or firm(s) with the following qualifications:
- Related experience in applying for and managing federally-funded local public works construction projects
 - Related Experience / Background with specific project type
 - Consultant/Firm is not debarred or suspended from the Excluded Parties List System (EPLS) in the System for Award Management (SAM).

As such, please provide within your proposal a list of referrals from past local government clients, as well as the resumes of all employees who will or may be assigned to provide technical assistance to the city/county on this project if your firm is awarded this management services contract.

- III. Proposed Cost of Services - Please provide your cost proposal to accomplish the scope of work by activity (Infrastructure, Rental Housing, Non-Rental Housing) outlined above and for any additional services required. The proposal must include all costs that are necessary to successfully complete these activities. Firms may submit proposals for any or all activities. Please note that the lowest/best bid will not be used as the sole basis for entering into this contract.

GLO-CDR will reimburse administrative and project delivery fees up to the following maximum rates:

Housing Activities (Rental and Non-Rental)

Administration Expenses: Any expenses incurred in carrying out the program that are not directly connected to a specific project. Administration fees are capped at **2%** of the Total CDBG-MIT Award amount.

Project Delivery Expenses: Anything DIRECTLY connected to the delivery of a specific project.

Project delivery (PD) fees are capped at **10%**.

Non-Housing Activities (Infrastructure)

Total CDBG-MIT Award	Project Delivery Fees
\$249,999.99 or less	11%
\$250,000.00 to \$749,999.99	9%
\$750,000.00 to \$999,999.99	8%
Over \$1,000,000.00	6%

Profit (either % / actual cost) must be identified and negotiated as a separate element of the price of the contract. To comply, the bidder must disclose and certify in its proposal the percentage of profit being used.

- IV. Evaluation Criteria - The proposal received will be evaluated and ranked according to the following criteria:

<u>Criteria</u>	<u>Maximum Points</u>
Experience	30
Work Performance	30
Capacity to Perform	20
Proposed Cost	20
Total	100

- V. Deadline for Submission – Proposals must be received no later than Tuesday, December 6, 2022 at 5:00 P.M. at the following address: 200 West Church Street, Livingston, Texas 77351

SCOPE OF WORK

The Contractor shall provide the following scope of services:

SCOPE OF SERVICES REQUESTED

Providers will help the GLO fulfill State and Federal Community Development Block Grant Mitigation ("CDBG-MIT") statutory responsibilities related to recovery in connection with any federally declared disaster. Providers will assist the GLO and/or grant recipients in completion of CDBG-MIT qualified housing or non-housing projects. Respondents may be qualified to provide Grant Administration services for housing projects, non-housing projects, or both. Grant administrative services must be performed in compliance with the U.S. Department of Housing and Urban Development ("HUD") and guidelines issued by the GLO.

DESCRIPTION OF SERVICES AND SPECIAL CONDITIONS

Respondent must be able to perform the tasks listed herein to be considered eligible for an award under this Solicitation. Respondents should provide a detailed narrative of their experience as it relates to each of the items below. Respondents should clearly indicate if they intend to provide services in-house with existing staff or through subcontracting or partnership arrangements. Grant Administration Services will be provided in conformance with the guidance documents and use forms provided by the subrecipient utilizing GLO guidance. The providers shall furnish pre-funding and post-funding grant administrative services to complete the regional mitigation projects, including, but not limited to the following:

Pre-Funding Services

Grant Administrator will develop project scope and complete CDBG-MIT application. The provider will work with the subrecipient and Engineering, if applicable, to provide the concise information needed for submission of complete regional mitigation funding application and related documents. The required information shall be submitted in a format to be described by the GLO.

Post-Funding Services

Grant Administrator will administer, and complete infrastructure, utilities, housing and eligible projects approved for mitigation funding. The selected administrative firm must follow all requirements of the Texas CDBG Mitigation program.

Grant Administration Services – General

- a) Administrative Duties:
 - i. Coordinate, as necessary, between subrecipient and any other appropriate service providers (i.e. Engineer, Environmental, etc.), contractor, subcontractor and GLO to effectuate the services requested.
 - ii. May assist in public hearings.
 - iii. Will work with GLO's system of record.
 - iv. Provide monthly project status updates.
 - v. Funding release will be based on deliverables identified in the contract.
 - vi. Labor and procurement duties:
 - a. Provide all Labor Standards Officer (LSO) Services.
 - b. Ensure compliance with all relevant labor standards regulations.
 - c. Ensure compliance with procurement regulations and policies.
 - d. Maintain document files to support compliance.
 - vii. Financial duties:

- a. Prepare and submit all required reports (Section 3, Financial Interest, etc.).
- b. Assist subrecipient with the procurement of audit services.
- c. Assist subrecipient in establishing and maintaining a bank account for mitigation funds.
- d. Implementation and coordination of Affirmatively Furthering Fair Housing (“AFFH”) requirements as directed by HUD and the GLO.
- e. Implementation and coordination of Section 504 requirements.
- f. Program compliance.
- g. Ensure that fraud prevention and abuse practices are in place and being implemented.
- h. Prepare and submit all closeout documents.
- i. Submit all invoices no later than 60 days after the expiration of the contract. All outstanding funds may be swept after 60 days. The provider may request an extension of this requirement in writing.
- j. Assist in preparation of contract revisions and supporting documents including but not limited to:
 - Amendments/modifications,
 - Change orders.

b) Construction Management

- i. The provider will assist the subrecipient in submitting/setting up project applications in the GLO’s system of record.
- ii. The provider may compile and collate complete contract/bid packages that meet GLO program requirements. The packages will contain supporting documentation that meets or exceeds the requirements of the GLO’s program. If applications do not have the necessary forms, the provider may assist the subrecipient by coordinating to acquire the necessary documentation.
- iii. The provider may monitor, report, and evaluate contractor’s performance; notify the subrecipient if the contractor(s) fails to meet established scheduled milestones. Receive, review, recommend, and process any change orders as appropriate to the individual projects.
- iv. The provider may assist the subrecipient with project Activity Draws/Close Out.
- v. The provider may assist the subrecipient by submitting all the necessary documentation for draws and to close a project activity in the GLO’s system of record. The provider will compile, review for completeness, and collate complete contract/closeout packages that meet GLO program requirements for draw requests. If applications do not have the necessary forms, the provider may assist the subrecipient by coordinating to acquire the necessary documentation.
- vi. The provider may assist the subrecipient in developing Architectural and Engineering plans with guidance from the GLO.
- vii. Reassignment scope alignment (if necessary).

Grant Administration Services – Infrastructure

a) Administrative Duties:

- i. Ensure program compliance including all CDBG-MIT requirements and all part’s therein, current Federal Register, etc.
- ii. Assist subrecipient in establishing and maintaining financial processes.
- iii. Obtain and maintain copies of the subrecipient’s most current contract including all related change requests, revisions and attachments.
- iv. Establish and maintain record keeping systems.
- v. Assist subrecipient with resolving monitoring and audit findings.
- vi. Serve as monitoring liaison.
- vii. Assist subrecipient with resolving third party claims.

- viii. Report suspected fraud to the GLO.
- ix. Submit timely responses to the GLO requests for additional information.
- x. Complete draw request forms and supporting documents.
- xi. Facilitate outreach efforts, application intake, and eligibility review.
- xii. Perform any other administrative duty required to deliver the project.
- xiii. Utilize and assist with GLO's system of record to complete milestones, submit documentation, reports, draws, change requests, etc.
- xiv. Submit change requests and all required documentation related to any change requests.

b) Acquisition Duties:

- i. Submit acquisition reports and related documents.
- ii. Establish acquisition files (if necessary).
- iii. Complete acquisition activities (if necessary).

c) Environmental Services

- i. Assist detailed scope of services
 - a. Review each project description to ascertain and/or verify the level of environmental review required: Exempt, Categorical Exclusion not Subject to 58.5, Categorical Exclusion Subject to 58.5, Environmental Assessment, and Environmental Impact Statements;
 - b. Prepare, complete and submit HUD required forms for environmental review and provide all documentation to support environmental findings;
 - c. Consult and coordinate with oversight/regulatory agencies to facilitate environmental clearance;
 - d. Be able to perform or contract special studies, additional assessments, or permitting to secure environmental clearance. These may include, but are not limited to biological assessments, wetland delineations, asbestos surveys, lead-based paint assessments, archeology studies, architectural reviews, Phase I & II ESAs, USACE permits, etc.;
 - e. Prepare all responses to comments received during comment phase of the environmental review, including State/Federal Agency requiring further studies and/or comments from public or private entities during public comment period;
 - f. Maintain close coordination with local officials, project engineer and other members of the project team to assure appropriate level of environmental review is performed and no work is conducted without authorization;
 - g. Complete and submit the environmental review into GLO's system of record;
 - h. At least one site visit to project location and completion of a field observation report
 - i. Prepare and submit for publication all public notices including, but not limited to the Notice of Finding of No Significant Impact (FONSI), Request for Release of Funds floodplain/wetland early and final notices in required order and sequence;
 - j. Provide documentation of clearance for Parties Known to be Interested as required by 24 CFR 58.43;
 - k. Process environmental review and clearance in accordance with NEPA;
 - l. Advise and complete environmental re-evaluations per 24 CFR 58.47 when evidence of further clearance or assessment is required;
 - m. Prepare and submit Monthly Status Report; and
 - n. Participate in regularly scheduled progress meetings.

Administration/Professional Services Rating Sheet

Grant Recipient _____

CDBG-MIT

Name of Respondent _____

Date of Rating _____

Evaluator's Name _____

Experience -- Rate the Respondent of the Request For Proposal (RFP) by awarding points up to the maximum listed for each factor. Information necessary to assess the Respondent on these criteria may be gathered either from past experience with the Respondent and/or by contacting past/current clients of the Respondent.

Experience

Factors	<u>Max.Pts.</u>	<u>Score</u>
1. Related Experience / Background with federally funded projects	10	_____
2. Related Experience / Background with specific project type (housing rehabilitation, acquisition of property, coordination with regulatory agency, etc.)	10	_____
5. References from current/past clients	10	_____
Subtotal, Experience	30	_____

Work Performance

Factors	<u>Max.Pts.</u>	<u>Score</u>
1. Submits requests to client/GLO in a timely manner	5	_____
2. Responds to client/GLO requests in a timely manner	5	_____
3. Past client/GLO projects completed on schedule	5	_____
4. Work product is consistently of high quality with low level of errors	5	_____
5. Past client/GLO projects have low level of monitoring findings/concerns	5	_____
6. Manages projects within budgetary constraints	5	_____
Subtotal, Performance	30	_____

Capacity to Perform

Factors	<u>Max.Pts.</u>	<u>Score</u>
1. Qualifications of Professional Administrators / Experience of Staff	5	_____
2. Present and Projected Workloads	5	_____
3. Quality of Proposal/Work Plan	5	_____
4. Demonstrated understanding of scope of the CDBG-MIT Project	5	_____
Subtotal, Capacity to Perform	20	_____

Proposed Cost

Factors	<u>Max.Pts.</u>	<u>Score</u>
Proposed cost within GLO-CDR project delivery and administration fee caps.	20	_____
	20	_____

TOTAL SCORE

Factors	<u>Max.Pts.</u>	<u>Score</u>
<input type="checkbox"/> Experience	30	_____
<input type="checkbox"/> Work Performance	30	_____
<input type="checkbox"/> Capacity to Perform	20	_____
<input type="checkbox"/> Proposed Cost	20	_____
Total Score	100	_____