

# REQUEST FOR PROPOSAL

## City of Eagle Grove

### RFP for CDBG Grant Writing and Administration

The City of Eagle Grove is requesting proposals for grant administration services to assist with projects funded with Community Development Block Grant (CDBG) funds through the Iowa Economic Development Authority (IEDA).

The City is applying for two (2) separate applications to complete improvements to the upper-story units for two (2) individual buildings in the downtown area through a housing conversion CDBG coronavirus grant program administered by IEDA.

The selected contractor will work with the City to ensure compliance with CDBG program requirements.

The following outlines work specifications and the request for proposals:

**I. Scope of Work:** The scopes of services that the consultant must be prepared and qualified to provide are as follows:

a. Perform CDBG grant writing services

b. Act as liaison with IEDA staff.

c. Determine if initial survey work is required for the evaluation of properties in the project area for listing on the National Register of Historic Places. If such services are needed, work with the City to procure a consultant who meets the Secretary of the Interiors Professional Qualification Standards for Historian and/or Architectural Historian to survey the project area and generate Iowa Site Inventory Forms for participating properties.

d. Contact IEDA Historic Preservationist on Section 106 related questions. Compile Section 106 Submittals including cover letters, Request for SHPO Comment on HUD Project Forms, Iowa Site Inventory Forms, etc. Submit construction documents to IEDA Historic Preservationist for review prior to SHPO.

e. Ensuring that procurement, bidding and contracting, all follow federal provision/requirements.

f. Monitoring of compliance with federal labor standards, including but not limited to: wage rate determination request to IEDA, completing contractor clearance forms for all contractors/subcontractors as soon as contractor is selected, and contractor interviews.

g. Maintain an up-to-date project budget with contingency, including pre-construction estimates and reviewing any post-construction change orders as they may impact budget.

h. Monitoring of project timeliness.

i. Maintain list of property addresses and owners on Iowa-Grants.gov.

j. Coordinate all amendment requests to IEDA.

k. Submit Appendix C and construction documents on Iowa-Grants.gov for Green Streets Crite-

ria compliance review, ideally within 2 weeks or more within going out to bid.

l. Review and approval of contractor pay requests prior to submitting to the city and sending to IEDA for claim.

m. Prepare Environmental Review Record and submit all other items required to clear the contract conditions outlined in the City's CDBG contract, within the timeframe specified by IEDA.

n. With the assistance of the City, help conduct public hearings. This includes, but is not limited to, such things as assisting with public notices, conducting hearings, etc.

o. Assist City in complying with regulations governing land acquisition (real property, easements, rights of ways, donation of property, etc.) as necessary.

p. Assist the project engineer in the preparation of bid documents and supervise the bidding process consistent with state and federal regulations.

q. Secure the Department of Labor's federal wage decisions and include those in the bid documents.

i. Prepare construction contracts that comply with state and federal regulations and include necessary language. Examples are Conflict of Interest, Access to Records, Copeland Anti-Kickback Act, Safety Standards, Architectural Barriers, Flood Insurance, Clean Air and Water Act (for contracts over \$100,000), HUD Handbook (6500.3), 2 CFR 200,, EO 11246 (for contracts over \$10,000).

r. Obtain contractor clearance(s) from IEDA.

s. Check weekly payrolls to ensure compliance with federal wage decision(s). Conduct on-site interviews and compare the results with the appropriate payrolls.

t. Monitor construction to ensure compliance with equal opportunity and labor standards provisions.

u. Attend and assist the City during the IEDA's project monitoring visit(s). Prepare City's response to all monitoring findings and coordinate efforts to provide additional information as needed to IEDA.

v. Assist City with meeting state/federal affirmatively furthering fair housing requirements.

w. Assist in a final inspection of the project and in the issuance of a final acceptance of work.

x. Assist City in meeting the state's financial reporting requirements.

y. Prepare close-out documents as needed by IEDA.

**II. Statement of Qualifications.** Proposals to the City should include the minimum information:

Description of experience with IEDA's CDBG program

Description of past grant administrative services provided

Description of organizational capacity to complete all necessary grant administration activities, in-

cluding resumes of all employees who will be or may be assigned to this project

References from previous clients of related work within the past five years

**III. Proposed cost of services.** Proposals to the City should include the proposed cost to accomplish all scope of work for activities outlined above.

**IV. Evaluation criteria.** The City will evaluate and rank proposals received according to the following criteria:

Experience with the state's CDBG program:..... 30 points

Previous work performance:..... 30 points

Capacity to complete scope of work: ..... 20 points

Proposed cost: ..... 20 points

Total:..... 100 points

**V. Deadline for submission.**

Proposals must be submitted and received no later than 4:30 p.m. on Friday, April 15, 2022. Questions should be submitted to Bryce Davis, City Administrator. The local Selection Review Committee will review proposals on Monday, April 18, 2022 at 4:30 p.m. prior to the regularly-scheduled Council meeting held at City Hall, 210 E. Broadway, Eagle Grove, IA 50533. An award will be made at the regularly-scheduled Council meeting held at City Hall, 210 E. Broadway, Eagle Grove, IA 50533, on Monday, April 18, 2022 at 6:30 p.m.

Proposals should be directed to the following:

Bryce Davis  
City Administrator  
City of Eagle Grove  
210 E. Broadway  
Eagle Grove, IA 50533

Questions regarding this request for proposals should be directed to Bryce Davis, City Administrator, at 515-448-4343 or by email at b.davis@eaglegroveia.org.

**Section 3 clause**

A. The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

B. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.

C. The contractor agrees to send to each labor organization or rep-

resentative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.

D. The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.

E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.

F. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

G. With respect to work performed in connection with section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of section 3 and section 7(b) agree to comply with section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).