

## **REQUEST FOR PROPOSALS CDBG PROJECT MANAGEMENT SERVICES**

### **1. Project Description**

The County of Sussex, Virginia has been awarded funding for two major redevelopment projects funded through Community Development Block Grant (CDBG) from the Virginia Department of Housing and Community Development (DHCD) under Title I of the Housing and Community Development Act of 1974, as amended, to implement a comprehensive community improvement program within a twelve (12) month period. The project areas are shown in Attachment(s) A and B: Project Area Maps.

The County is seeking services of a planning, CDBG management, and/or professional engineering firm for consultant work on these funded projects utilizing DHCD standards and policies, and future related grant funded projects. The two (2) funded projects are currently underway and the successful consultant will assist the County with the completion of Housing Rehabilitation activities (e.g., owner-occupied rehabilitation, investor-owned rehabilitation, substantial reconstruction and demolition of vacant and substandard homes) for approx. thirty (30) low- and moderate-income (LMI) households. Infrastructure improvements will also be done, including reconstruction and cleaning of approx. 500 linear feet of ditches; replacement of approx. 1500 linear feet of water supply lines, installation of approx. thirty-five (35) new water connections/meters and installation of one (1) fire hydrant; testing and cleaning wastewater services and outreach to improve the wastewater system; addition of approx. 450 LF of sidewalk installation; repair/replace two (2) and install six (6) new streetlights; milling and paving of project area streets where infrastructure work is occurring, a new connector road, and various other minor road projects which may involve the use of Virginia Department of Transportation (VDOT) funds as provided for in each grant's individual contract.

### **2. Scope of Services**

The selected consultant will perform the following services for the CDBG project under the authorization and direction of the County's designated representative.

#### **A. Grant Management Assistance:**

- a. Drafting compliance documents as outlined in the 2017 *Grant Management Manual*. A copy of the manual can be found at <https://www.dhcd.virginia.gov/cdbg-community-improvement-grants>.
- b. Preparation of all DHCD-required reports, plans and support documentation including, but not limited to the following:
  - i. Review, update and maintain each grant's individual Project Management Plan, including responsibilities/deadline schedule, revise the Plan as necessary and submit the revised Plan to DHCD for review and concurrence. The DHCD-Project Management Plan is made part of this agreement.

- ii. Prepare monthly progress reports and upload into the DHCD Centralized Application and Management System (CAMS).
  - iii. Prepare all reports required to closeout the CDBG grant,
- c. Attend meetings related to the project, including but not limited to:
  - i. Monthly Project Management Team meetings
  - ii. Public and/or neighborhood meetings, as necessary to inform residents of project activities during the implementation process of the project.
  - iii. DHCD-sponsored workshops, seminars and public meetings related specifically to the project and/or general project management and administration of the CDBG program.
- d. Develop and maintain a system of grant project files in compliance with DHCD requirements for an effective filing system. See also *2017 Grant Management Manual*, Appendix 23: Model Filing System.
- e. Devise a system to track LMI requirements, including developing appropriate record-keeping forms to monitor and document program beneficiaries and progress for each activity with emphasis on low- and moderate-income households served by respective activities. The system will be designed to ensure the confidentiality of all applicant and beneficiary information.
- f. Serve as the Contract Compliance Officer for all activities required under the *Davis-Bacon and Relate Acts*, the *Copeland Anti-Kickback Act* and the *Agreement Work Hours and Safety Standards Act*. These activities include securing wage decisions, verification of contractors' eligibility, request(s) for additional wage classifications, reviewing contractors' payrolls, securing required reports from contractors, interviewing employees, on-site job inspections and resolving wage restitution, if needed. These activities will be undertaken for all rehabilitation and infrastructure contracts. See also *2017 Grant Management Manual*, Chapter 8: Federal Labor Standards.
- g. Assist in complying with all Federal, State, and local regulations governing the project in the following ways:
  - i. Serve as liaison between the LOCALITY and DHCD.
  - ii. Monitor all requirements of the Grant Agreement to ensure activities are completed in conformance with the CDBG Management Manual.
  - iii. Participate in project compliance reviews by DHCD staff and promptly prepare any necessary responses to DHCD Compliance Review letters of findings.
- h. Organize and oversee an annual neighborhood cleanup campaign to ensure the clearance of all junk, debris, weeds, and inoperable vehicles from the project area.
- i. Coordinate/assist the County's procurement of a professional engineer (PE) and monitor all infrastructure improvement activities, including but not limited to advertising the project for bid, preparing the bid document, reviewing bids and agreement documents for compliance with local requirements, making a contract award recommendation for the construction contract(s), arranging pre-construction conferences, issuing notice to proceed letter(s), processing payments and billings, and approving change orders.
- j. Monitor the project budget and prepare and submit all remittance requests and budget revisions for review, concurrence and submission to DHCD via CAMS.

**B. Housing Rehabilitation Program:** The selected Consultant shall provide rehabilitation coordination services in the implementation of housing rehabilitation activities, including the rehabilitation, substantial rehabilitation and demolition. These services will be done in a manner consistent with DHCD regulations and in cooperation with the Rehabilitation Specialist. Such services will include:

- a. Perform the day-to-day activities of the program, including program outreach, application solicitation, intake and complete verification of data reported in the applications. Make sure all applicants receive a copy of the written complaint and appeals procedure, the *Fair Housing* brochure, the *Notification of the Presumption of Lead Based Paint*, the *Protect Your Family From Lead in Your Home* pamphlet, *Acknowledgement of Receipt of ECOA Notices and Disclosures* and written project specific information about the housing rehab program.
- b. Verify property ownership by obtaining deeds from the property owners and conducting title searches. Prepare deeds of trust to secure rehabilitation loans. Secure signatures on three-party construction contracts.
- c. Determine applicant eligibility and prior status/rank per funding cycle using the procedures outlined in the County's DHCD-approved Housing Rehabilitation Program Design. This information will be provided to the County and Rehabilitation Specialist.
- d. Determine applicant's ability to pay and re-determine ability as necessary throughout the life of the project until administrative close-out of the project.
- e. Coordinate with the review of the applications by the Housing Rehabilitation Program Board. Upon notification by the results, notify applicants, in writing, of application approval or disapproval by the Housing Rehabilitation Program Board.
- f. Conduct an initial inspection independently of the one done by the Rehabilitation Specialist, identifying DHCD Housing Quality Standards violations.
- g. Obtain approval of work write-ups and ensure the Rehabilitation Specialist is using approved forms necessary to meet DHCD requirements, including but not limited to DHCD Section 8 inspection reports, weekly progress reports, change orders, contractor/sub-contractor lien waivers, and completion reports, and written contract award recommendation.
- h. Using the specifications and drawings prepared by the Rehabilitation Specialist, prepare and release the bid packages. It is anticipated that the rehabilitation work will be specified by work write-up, approved and bid in groups of houses.
- i. Review bids and the Rehabilitation Specialist's written contract award recommendation and make a final award recommendation. Ensure the Rehab Specialist submits a recommendation on how to proceed when the lowest responsive and responsible bid exceeds his cost estimate by plus or minus 10%.
- j. Working with the Rehabilitation Specialist, conduct negotiation with contractor(s), when necessary, to obtain prices within program limits.
- k. Participate in pre-construction conference with the Rehab Specialist and contractor(s) to review schedule and work.

- l. Implement the County's temporary relocation plan as outlined in the DHCD-approved Housing Rehab Program Design, including the preparation of any necessary temporary relocation agreement with beneficiaries.
- m. Working with the Rehabilitation Specialist, communicate with contractor(s) and owners during construction to interpret contract and resolve complaints, according to the written Complaint and Appeals Procedure. Accompany Rehabilitation Specialist on complaint inspections.
- n. Review change orders and the Rehabilitation Specialist's written recommendation, including a cost estimate, and make final recommendation to the County. Ensure DHCD's prior approval of all change orders. Ensure the Rehabilitation Specialist prepares a time extension change order if construction will not be completed within 90 days.
- o. Review the Rehabilitation Specialist's approval of payments, ensuring that all DHCD's required paperwork has been submitted prior to final payment to the Rehabilitation Specialist.
- p. Coordinate and conduct the Home Maintenance Education Program (HMEP) in a manner consistent with DHCD requirements. This will involve arranging for space, coordinating any necessary volunteers, and distributing notices to the participating beneficiaries.
- q. Prepare and submit HMEP support documentation for drawdown requests:
  - i. HMEP agenda, which outlines the topics covered, the name of the individual(s) who taught each topic and the length of time allocated to each topic;
  - ii. The sign in Sheet; and
  - iii. A list of all tools, cleaning supplies and handouts, including warranties, given to the attendees.
- r. Prepare and submit to the County and DHCD any necessary revisions to the County's DHCD-approved Housing Rehabilitation Program Design.
- s. Maintain the confidentiality of all applicants and beneficiaries.

### **3. County's Responsibilities**

It shall be the responsibility of the County's designated representative to perform the following services:

- A. **General Support:** Provide assistance to the selected Consultant for the general administration of the project. Assistance shall include, but not limited to and providing direction to the selected Consultant.
- B. **Rehab Specialist:** The County has hired a Rehab Specialist to oversee the work of the housing rehab and demolition contractors. The County with the assistance of the selected consultant will ensure the Rehab Specialist is using approved forms necessary to meet DHCD requirements, including but not limited to DHCD Section 8 inspection reports, weekly progress reports, change orders, contractor/sub-contractor lien waivers, and completion reports, and written contract award recommendation.

- C. **Infrastructure Improvements:** With the assistance of the selected consultant, the County may procure a professional engineer (PE) to be responsible for the overseeing of the capital infrastructure improvement activities. The selected consultant shall assist in coordinating the work of the PE which shall include, but not be limited to advertising the project for bid, preparing the bid document, reviewing bids and agreement documents for compliance with local requirements, making a contract award recommendation for the construction contract(s), arranging pre-construction conferences, issuing notice to proceed letter(s), processing payments and billings, and approving change orders.
- D. **Financial Record Keeping:** The County will maintain the official set of financial records for the expenditures of the CDBG funds in this project. This record shall be made available to the selected Consultant for use in preparing all necessary reports, including providing copies of all construction contracts, DHCD-approved remittance requests, EDI deposit receipts, bank statements, invoices, and checks. The selected Consultant will assist the County in these activities, as needed. The County shall also notify the selected Consultant when final closeout of the project is achieved.
- E. **Data to be Furnished:** All information, communication, records, data and maps which are available to the County and which are needed by the selected Consultant in order to perform the required services, shall be furnished to the selected Consultant at no expense by the Consultant.
- F. **Responding to Documents:** The County shall review and respond to documents received from the selected Consultant in a timely fashion to ensure an orderly development of the project.
- G. **Audits:** The County shall conduct an audit of all CDBG funds to be undertaken in conjunction with its annual audit and submit a copy of the audit to CDBG not later than the thirty-first of every March.
- H. **The Contracting Party for Related Activities:** The County shall be the contracting party for all housing rehabilitation and construction agreements and contracts associated with the project.

#### 4. Proposal Contents

All respondents should submit a written Statement of Qualifications (SOQ) to include information about the respondent directly related to each of the Selection Criteria outlined in Section E. herein.

#### 5. Selection Process

The County will appoint a Selection Committee to review and evaluate all Statement of Qualifications (SOQ's) submitted by firms responding to the RFP. The proposals will be evaluated and ranked based on the criteria outlined in Section 6: Selection Criteria. herein. The

County may ask the top ranked firms to attend a presentation/interview as part of the evaluation process.

At the conclusion of the evaluation process the firms will be ranked in priority order with the highest-ranking firm being selected to negotiate a contract with the County. If a contract satisfactory to both parties cannot be successfully negotiated with either of the top two firms, then the County will enter into negotiations with the next highest firm and so on until an agreement is reached.

## **6. Selection Criteria**

The respondents will be evaluated based on the following criteria (SOQ's) should address each of these areas:

- A. Scope of specific rehab services the selected Consultant intends to provide including how the selected Consultant proposes to involve the locality and project area residents in the successful completion of the project.
- B. Qualifications and experience of the individuals to be assigned to provide the services outlined previously, including any proposed subcontractors. Consultant must list three (3) references for similar projects, preferably involving State Program CDBG projects.
- C. Capacity of the firm to perform the work within the time limitation, taking into consideration the current and planned workload of the firm.
- D. Knowledge and familiarity of the firm with the procedures of the Virginia Community Development Block (CDBG) Grant Program.
- E. Firm's working knowledge of DHCD's policies and procedures, especially those pertaining to procurement and construction, and applicable federal, state and local laws.
- F. Firm's estimated project costs based on an understanding of the project and services proposed
- G. Firm's special strengths.
- H. Firm's past record of performance. Consultant must list references for similar projects from the past five (5) years. Include project name, contact name, telephone number and email address.

## **7. Submittal Instructions**

Respondents should submit **three (3) hard copies** of the proposal to the following address:

**Attn: Beverly Walkup  
Department of Planning  
P. O. Box 1397**

**20135 Princeton Road  
Sussex County, Virginia 23884-0397**

Proposals are due **January 6, 2021 no later than 5:00 EST p.m.** Without exception, proposals delivered after this date and time will not be accepted. Faxed or emailed Proposals will not be accepted.

Proposals shall be prepared simply and economically, providing a straightforward, concise description of the firm's capabilities to satisfy the requirements of the RFP. Emphasis should be on the completeness and clarity of content.

Proposals, amendments thereto or withdrawal requests received after the time advertised for proposed receipt will be void regardless of when they were mailed.

Address and mark proposal as indicated in the notice.

### **8. Conditions**

The County intends to select one firm to provide these professional services using the competitive negotiation procedure set forth in Section 2.2-4302.A.4 of the Code of Virginia (Virginia Public Procurement Act). Price shall be considered, but need not be the sole or primary determining factor. Notwithstanding the foregoing, the County may award contracts to more than one offeror.

This RFP does not commit the County to award a contract, to pay any costs incurred in the preparation of a proposal for this project, or to procure or contract for services.

The County reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified firm, or to modify or cancel in part or in its entirety the RFP if it is in the best interest of the County.

The County does not discriminate against an offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

Minority, small, and women-owned business are encouraged to submit a proposal.

### **9. Attachments**

- A. Project Area Maps - Pocahontas Neighborhood Community Improvement Grant
- B. Project Area Maps - Waverly Tornado Recovery Urgent Need Grant
- C. Score Sheet
- D. Disclosure Report
- E. Federal Attachment to All Non-Construction Contracts