

REQUEST FOR PROPOSALS

City of Port Jervis

**Administration Services for the
Trenchless Sewer Lining Project
NYS CDBG Program #938PR138-18**

1. Introduction & Invitation

The City of Port Jervis is seeking a qualified consultant to provide administrative services for the FY2018 New York State Community Development Block Grant (CDBG) Program. The City of Port Jervis was awarded a \$750,000 grant for the trenchless sewerline rehabilitation project. The project consists of \$750,000 in program funds and \$205,769 from the City of Port Jervis. Grant funding supplies \$4,000 for program administration and \$50,500 allocated for program delivery costs including legal, architectural, engineering and other eligible services directly related to the FY2018 program with a contract termination date of December 17, 2020.

Payment for services will be made monthly upon receipt and review of invoice.

2. Scope of Services

Professional administrative and technical services, as required to implement and carry out the FY2018 CDBG program, should include, but not be limited, to the following scope of services:

- a. Citizen participation;
- b. Completion of the environmental records review (ERR) process and other tasks related to the certification and release of NYS CDBG funds;
- c. Complete program set-up;
- d. Complete program administration;
- e. Complete bookkeeping & recordkeeping;
- f. Preparation of all required reports and documents, as mandated by the NYS Office of Community Renewal (NYS OCR), U.S. Department of Housing & Urban Development (HUD), and the City of Port Jervis;
- g. Monitoring for compliance of National Objectives and federal and state program regulations including Davis-Bacon standards, Section 3 requirements, affirmative action, fair housing, and equal opportunity, Minority and Women Business Enterprises (MWBE), Service Disabled Veteran Owned Businesses (SDVOB);
- h. Program close-out;
- i. All other services necessary for program administration, coordination, and completion; and
- j. Coordination with the City of Port Jervis, NYS OCR HCR, Port Jervis City Common Council, Port Jervis community-at large, and any other group or agency connected with FY2018 program activities.

3. Contents of Proposal

- a. Name of firm/company, address, telephone number, contact, and brief history of the firm/company;
- b. List of personnel that will handle program administration including an organizational flow chart and brief resumes of the individual staff persons;
- c. Prior CDBG experience in the years 2009 to present to include the types of services and program activities of your firm/company;
- d. Other non-CDBG Grant program administration experience; and
- e. Fixed fee price with a cost breakdown to include overhead (cost allocation plan), travel, and miscellaneous expenses.

4. Evaluation Criteria

Proposals will be reviewed and evaluated by the City of Port Jervis in accordance with the following criteria:

Prior CDBG and economic development grant experience of the firm/company	40 Points
Qualifications of staff that will be actively involved with the project	30 Points
Availability – ability to provide access to qualified project team members on a continual basis	15 Points
Competitiveness of fee proposal/Ability to maintain budgeted costs for administrative services	15 Points

NOTE: The cost of service will be considered but will not be a primary selection criterion.

5. Delivery of Proposals

One (1) original, four (4) copies and a digital format of the proposals shall be addressed and/or hand-delivered to:

City of Port Jervis
Office of the City Clerk-Treasurer
P.O. Box 1002
20 Hammond Street
Port Jervis, New York 12771

Proposals must be received by 2:00 PM, local prevailing time, September 24, 2019. Proposal envelopes should be clearly labeled to:

- a. Identify that it is a sealed proposal
- b. Identify the name of the Bidder
- c. Identify the Project Name: **FY2018 Small Cities CDBG Program – Administration Services.**

For additional information contact Robin Waizenegger, City Clerk Treasurer, telephone 845-858-4012, email: RobinWaizenegger@portjervisny.gov.

The City of Port Jervis reserves the right to reject any and all proposals submitted. All costs related to preparation of the proposal shall be borne by the proposer. Minority and women business enterprises (MBE and

WBE), Service Disabled Veteran Owned Businesses (SDVOB) and Section 3 business concerns are encouraged to respond.

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