

City of Prescott
Pierce County, Wisconsin
REQUEST FOR PROPOSALS (RFP)
For
Grant Administration for CDBG-CV

**Acquisition and Repurposing of Food Pantry Building
To Include a Senior Meal Prep Kitchen, and
COVID 19 Testing Location**

**Community Development Block Grant Coronavirus
CDBG-CV**

April 2021

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Invitation to Submit Proposal

Introduction

The City of Prescott , Wisconsin, and/or its designated representative is seeking proposals for consulting services relating to the Acquisition and Repurposing of Food Shelf Building to include a Senior Meal Prep Kitchen and COVID 19 Testing Location . The City of Prescott was awarded federal funding from the Community Development Block Grant Coronavirus (CDBG- CV) Program for this project. Proposals will be accepted for grant administration services for a Community Development Block Grant Coronavirus (CDBG - CV) project.

Minimum requirements include previous experience in CDBG Grant Administration on CDBG or similar state/federally funded projects. Proposals will be accepted from individuals, firms, or groups of firms with the demonstrated expertise and experience in these areas of practice.

Contact Information

All interested persons and firms should contact Jayne Brand, City Administrator, between the hours of 8:00 AM to 4:30 PM, Monday-Friday at (715)262-544 or [jbrand @prescottcity.org](mailto:jbrand@prescottcity.org) to request the RFP packet or additional information, as needed.

Persons/firms that intend to submit a proposal should send notification of intent to the City of Prescott with the person's/firm's name and contact information in case of addenda or other changes. Additionally, the RFP may be sent to those persons/firms that are included on the City of Prescott persons/firms that is specifically created for this RFP. Those who the City of Prescott has sent an RFP and those who have provided contact information through a request for a copy of the RFP or through a notification of intent will receive all information regarding the RFP. The information may include, but is not limited to, any amendments to the RFP, answers to inquiries received regarding the RFP, or changes to the RFP schedule.

Questions Regarding This RFP

This solicitation contains a description of the project and services required. Interested proposers have the responsibility of understanding what is required by this solicitation. During the review of the RFP, if the Proposer discovers any errors, omissions, or ambiguities within the RFP, they should identify them in writing and call them to the immediate attention of the City Administrator prior to the RFP submission deadline. The City of Prescott shall not be held responsible for any person's/firm's lack of understanding of the project.

Questions for clarification concerning this RFP must be in writing and received via U.S. Mail and/or email to Jayne Brand, City Administrator, at jbrand@prescottcity.org on or before Friday, April 30, 2021. After this date, questions involving the content or intent of the proposal will not be answered. All questions will be responded to by Jayne Brand, City Administrator, in writing via email, and provided to all parties requesting an RFP for which the City of Prescott has the contact information, and treated as an addendum to the RFP packet.

The City of Prescott makes no representations as to the conditions of the project other than those representations made herein, and no employee or any other representative of the City of Prescott has the authority to make any oral or written representations as to the conditions of the project. Persons/firms should

only contact the person designated above regarding this RFP and should not contact the Mayor, any City of Prescott members, any committee members, or any other City of Prescott staff for clarification on this RFP.

Addenda Interpretations

If it becomes necessary to revise any part of this RFP, a written addendum will be provided. The City of Prescott is not bound by any oral clarifications changing the scope of the work for this project. All addenda issued by the City of Prescott will become part of the official RFP and will be emailed to all Proposers of record based upon contact information on record at the original time of issuance or subsequently provided.

Scope of Services & Deliverables

The City of Prescott, Pierce County, Wisconsin received a grant that is funded in part with federal funding from the Community Development Block Grant Coronavirus (CDBG- CV) Program for the Acquisition and Repurposing of Food Pantry Building to include a Senior Meal Prep Kitchen and COVID 19 Testing Location.

The focus of the CDBG –CV project will be to acquire and repurpose Food Pantry Building that will include repurposing the building to include a Senior Meal Prep Kitchen and COVID 19 Testing Location for the City of Prescott in Pierce County, Wisconsin.

City of Prescott Community & Project Area Description:

Community & Project Area Description for the proposed Acquisition and Repurposing of Food Pantry Building to include a Senior Meal Prep Kitchen, and COVID 19 Testing Location Project location are provided in **Exhibit I** attachments.

Project Background:

Background information materials and a Project Area/Service Area Map for the proposed Acquisition and Repurposing of Food Pantry Building to include a Senior Meal Prep Kitchen and COVID 19 Testing location are provided in **Exhibit I** attachments.

Grant Administration Services

The selected person(s)/firm(s) will serve as and perform the functions of the Grant Administrator for a Community Development Block Grant award, including the following:

- Preparing and submitting CDBG contract and amendment documents, as applicable
- Managing the CDBG Project records
- Preparing and submitting applicable Environmental Record documents for the CDBG Project
- Coordinating Citizen Participation meeting(s) and maintaining and submitting required records for Citizen Participation for the CDBG Project
- Completing compliance activities for CDBG Project acquisition/relocation compliance as applicable
- Completing compliance activities for CDBG Project federal labor standards as applicable
- Preparing and submitting CDBG reporting documents for the CDBG Project, including but may not be limited to Semi-Annual Reports, Single Audit Statements, Section 3 Reports, Equal Opportunity/Minority Business Enterprise/Women Business Enterprise (MBE/WBE) Reports, Labor Standards Reports,

- Preparing and submitting CDBG monitoring documents and responding to monitoring requirements as applicable for the CDBG Project.
- Managing financial records for the CDBG Project and preparing and submitting CDBG requests for payment and related required documentation.
- Attending and participating in City of Prescott City Council meetings as necessary for the CDBG Project.
- Preparing and submitting the CDBG Project Completion Report and supporting documents.
- Complying with CDBG regulations and policies applicable to the Project.

All work to be undertaken as part of this proposed program must be undertaken in accordance with the Federal Code of Federal Regulations, including but not limited to 24 CFR, Part 570 and 24 CFR, Part 58; and other applicable State and Federal requirements. Federal requirements for CDBG projects regarding Conflicts of Interest, Lobbying, and Section 3, Affirmative Action, Equal Opportunity, Minority Business Enterprise/Woman Business Enterprise (MBE/WBE), Federal Labor Standards Provisions, and Davis-Bacon and Related Acts (DBRA) are provided in **Exhibit II** attachments included with this RFP. The project will also include Acquisition and Relocation activities, which are subject to the Uniform Relocation Assistance and Real Property Acquisition Act (URA). Applicable requirements must be met by the selected entity for this RFP, and any entities awarded a contract or subcontract for the CDBG Project.

Proposal Requirements

Directions for Submittal

Qualifications must be received at Prescott City Hall. Direct submittals to Jayne Brand City Administrator, City of Prescott, labeled "ATTN: Acquisition and Repurposing Food Pantry, Senior Meal Prep Kitchen and COVID 19 Testing Location or via email to jbrand@prescottcity.org, with the Subject of "ATTN: Acquisition and Repurposing Food Pantry, Senior Meal Prep Kitchen and COVID Testing Location no later than 4:00 PM on Friday, May 7, 2021. The City of Prescott reserves the right to reject any and all Qualifications not meeting the requirements of this Request for Qualifications for architectural/engineering services. Any response not meeting the minimum requirements for qualifications as outlined in this request may be rejected.

Persons requesting ADA assistance accommodations for hearing and speech impaired may contact Jayne Brand, City Administrator 715-262-5544 or jbrand@prescottcity.org.

Individuals/firms interested in being considered for this project must submit a proposal detailing qualifications, technical expertise, management, and staff capabilities, related prior experience, and a detailed cost estimate for the Scope of Services described above. The objective of the competitive process is to objectively select the firm that will provide high-quality, efficient, and cost-effective services. The selected person(s)/firm(s) will be invited to contract with City of Prescott for consulting services.

Exhibit III, attached to this RFP, represents the qualifications sought for the Grant Administration consulting services. These criteria have been established to assure the Community of professional expertise with adequate experience and capacity to ensure successful completion of the proposed project within the allocated time constraints.

Exhibit IV, attached hereto, is a Rating System that will be utilized for selection of the consultant. This rating system will be employed by the community in determining which proposal best meets the needs as outlined in this RFP.

Proposal Contents

1. Cover Letter.
2. Project scope statement describing the work to be undertaken, include the services outlined in the RFP, and any modifications or expansion of the scope provided in order to deliver the Grant Administration consulting services.
3. Proposer's profile and a clear concise statement with:
 - a. Examples indicating past performance and familiarity with the type of work detailed in the RFP
 - b. A list of client references for which Proposer provided similar services as described in the RFP.
4. Resumes for key personnel should be included in the proposal appendices.
5. Fee schedule for personnel involved with the project.

Proposal Format

The proposal must be submitted in typed format with the items to be included in the proposal placed in the same order as described in above. The proposal must be signed by the submitter or authorized representative and dated. The pages of the proposal must be numbered in consecutive order and should not exceed the maximum sheet size of 8.5" x 11." The name, mailing address, phone number and email address of the Proposer should be placed in the upper left corner on the cover page of the Proposal.

Selection Process Schedule

The City of Prescott anticipates authorizing a contract for this work no later than May 11, 2021. The scope of services will take place over 24-month period or until the project receives project completion concurrence from the Department of Administration. The City of Prescott's goal is to have the Acquisition and Repurposing of Food Pantry Building to include Senior Meal Prep Kitchen and COVID -19 Testing Location project completed no later than December 31, 2023. Responding persons/firms should comment on the above schedule as part of their proposal and state how realistic it is to achieve substantial completion of the work by October 31, 2023.

Other Conditions of Proposal Submittal

1. Only one proposal will be accepted from any person, firm or entity.
2. No proposal will be accepted from any person, firm or entity that is in arrears for any obligation to the City of Prescott, is debarred from contracting for federally funded projects, or that otherwise may be deemed irresponsible or unresponsive by the City of Prescott, City Council or City of Prescott staff.
3. All Proposals submitted become public information and may be reviewed by anyone requesting to do so at the conclusion of the evaluation process.
4. Requirements and conditions of employment and contracting to be observed for compliance with Conflict of Interest, Lobbying, and Section 3, Affirmative Action, Equal Opportunity, Minority-Business Enterprise/Women Business Enterprise (MBE/WBE), Federal Labor Standards, and Davis-Bacon and Related Acts (DBRA) regulations apply to this project. Refer to **Exhibit II** attachments for the CDBG Project requirements.

Evaluation and Selection

Final selection of the planning and grant administration provider will be based upon the maximum total points scored as set forth in the Rating System in **Exhibit IV**.

The City of Prescott reserves the right to negotiate a contract with the services provider selected to perform the professional services required.

The City of Prescott, Pierce County, Wisconsin reserves the right to reject any and all responses submitted. If you have any questions regarding this Request for Proposals, please contact:

Jayne Brand
City Administrator
715-262-5544
jbrand@prescottcity.org

EXHIBIT I
CDBG APPLICATION

REFER TO ATTACHMENTS FOR:

PROJECT BACKGROUND DOCUMENTS
PROJECT AREA/SERVICE AREA MAPS

<http://www.prescottwi.org/DocumentCenter/View/513/Prescott-CDBG-CV-Application>

EXHIBIT II

State and Federal Regulatory Requirements for CDBG-Assisted Projects

REFER TO EXHIBIT II ATTACHMENTS FOR:

1. POTENTIAL CONFLICT OF INTEREST DISCLOSURE INCLUDED DISCLOSURE FORM IS ALSO ATTACHMENT 3-B IN CDBG IMP. HANDBOOK
2. CONFLICT OF INTEREST CLAUSE ATTACHMENT 3-C IN CDBG IMP. HANDBOOK
3. LOBBYING CERTIFICATION ATTACHMENT 3-D IN CDBG IMP. HANDBOOK
4. DISCLOSURE OF LOBBYING ACTIVITIES ATTACHMENT 3-E IN CDBG IMP. HANDBOOK
5. SECTION 3 CLAUSE ATTACHMENT 6-B IN CDBG IMP. HANDBOOK
6. AFFIRMATIVE ACTION CLAUSE ATTACHMENT 6-C IN CDBG IMP. HANDBOOK
7. EQUAL OPPORTUNITY CLAUSE ATTACHMENT 6-D IN CDBG IMP. HANDBOOK
8. MINORITY BUSINESS ENTERPRISE/WOMAN BUSINESS ENTERPRISE WEB RESOURCES ATTACHMENT 7-R IN CDBG IMP. HANDBOOK
9. DAVIS-BACON AND RELATED ACTS CLAUSE ATTACHMENT 7-B IN CDBG IMP. HANDBOOK
10. FEDERAL LABOR STANDARDS PROVISIONS ATTACHMENT 7-G IN CDBG IMP. HANDBOOK

THE CDBG ATTACHMENTS LISTED ABOVE MAY BE OBTAINED FROM THE CDBG IMPLEMENTATION HANDBOOK AND HANDBOOK CHAPTER ATTACHMENTS ON THE BUREAU OF COMMUNITY DEVELOPMENT WEBSITE AT:

<https://doa.wi.gov/Pages/LocalGovtsGrants/CDBGImplementationHandbook.aspx>

EXHIBIT III

Minimum Qualifications

- A. The person(s)/firm(s) must have successfully provided Grant Administration services for a minimum of three similar type projects. The person/firm may not be selected if there have been any unresolved issues relative to the services provided.
- B. The principal responsible for coordination of the Grant Administration, must have a minimum three years of experience with this specific type of work.
- C. The principal responsible for provided Grant Administration must have a minimum of three years of experience with the CDBG Program **or** other federal/state funded programs or projects.
- D. The person(s)/firm(s) must submit references as to their professional qualifications from a minimum of three previous clients for which the person(s)/firm(s) has/have performed work (include contact name, title, firm/organization/government name, email address, mailing address and telephone number).

EXHIBIT IV

Selection Rating System

- | | |
|---|--------------------------|
| 1. Project Coordinator/Lead's Experience | <u>Maximum 20 Points</u> |
| A. 3 or more years experience with CDBG or other federal/state programs | 20 Points |
| B. 2 years experience | 15 Points |
| C. 1 years experience | 10 Points |
| D. Less than 1 year experience | 5 Points |
| E. No experience | 0 Points |
| 2. Firm's Project Completion Background | <u>Maximum 20 Points</u> |
| A. Completion of 3 or more previous, similar type projects within proposed time frame & budget | 20 Points |
| B. Completion of 2 similar projects | 15 Points |
| C. Completion of 1 similar project | 10 Points |
| D. Working on 1 similar project; not completed | 5 Points |
| E. No work on a similar project | 0 Points |
| 3. References from Similar Projects | <u>Maximum 20 Points</u> |
| A. Respondent lists 3 previous clients with similar projects and all references give excellent response on quality of service | 20 Points |
| B. Respondent lists 2 previous clients | 15 Points |
| C. Respondent lists 1 previous client | 10 Points |
| D. Respondent lists no previous references | 0 Points |
| 4. Firm's Familiarity with Community's Needs | <u>Maximum 10 Points</u> |
| A. Firm is thoroughly familiar with community(ies) with similar population and characteristics to City of Prescott | 10 Points |
| B. Firm is somewhat familiar with community(ies) with similar population and characteristics to City of Prescott | 5 Points |
| C. Firm is unfamiliar with community(ies) with similar population and characteristics to City of Prescott | 0 Points |
| 5. Responsiveness to Specifications of Project/RFP | <u>Maximum 20 Points</u> |
| A. Needs of project are fully addressed in Proposal | 20 Points |
| B. Needs of project are somewhat addressed in Proposal | 10 Points |
| C. Needs of project are not addressed/resolved in Proposal | 0 Points |
| 6. Cost Effectiveness | <u>Maximum 10 Points</u> |
| A. Budget/proposal includes 3 or more cost effectiveness Components | 10 Points |
| B. Budget/proposal includes 1-2 cost effectiveness components | 5 Points |
| C. Budget/proposal does not include cost effectiveness components | 0 Points |

- | | |
|--|--------------------------|
| 7. Budget | <u>Maximum 10 Points</u> |
| A. Budget within City of Prescott 's capacity as proposed | 10 Points |
| B. Budget slightly above City of Prescott 's capacity as proposed; potentially feasible with modest adjustment | 5 Points |
| C. Budget not reasonably within City of Prescott capacity as proposed; would require extensive adjustment to be feasible | 0 Points |
| 8. Minority or Women Business Enterprise, Disadvantaged Business Enterprise, or Section 3/LMI Firm* | <u>Maximum 5 Points</u> |
| A. Firm is MBE, WBE, DBE or Section 3/LMI firm | 5 Points |
| B. Firm is not MBE, WBE, DBE or Section 3/LMI firm | 0 Points |
| 9. Small Business Firm | <u>Maximum 5 Points</u> |
| A. Firm is a small business | 5 Points |
| B. Firm is not a small business | 0 Points |

MAXIMUM TOTAL POINTS: 120 POINTS

Note to Responders of RFP:

Proposal submittals are to be organized to address the submittal specifications listed in the RFP and the evaluation criteria listed above.

**MBE/WBE/DBE and Section 3/LMI Firms are Defined As Follows:*

Minority Business Enterprise (MBE) – Business with at least 51% ownership and control held by minority person(s).

Woman Business Enterprise (WBE) – Business with at least 51% ownership and control held by a woman or women.

Disadvantaged Business Enterprise (MBE) – Small business with at least 51% ownership and control held by person(s) classified as “disadvantaged” individual(s) according to the Wisconsin Department of Transportation standards (<https://wisconsindot.gov/Documents/doing-bus/civil-rights/dbe/dbe-program-brochure.pdf>)

Section 3/LMI Firm – Firm with at least 51% ownership interest and control held by low-to-moderate income (LMI) Wisconsin resident(s) (LMI according to HUD LMI limits for the County in which the owner resides); *or* at least 30% of the firm’s full-time permanent employees are Wisconsin LMI residents (LMI based on the HUD LMI income limits for the County in which they live); *or* the owner(s) of the firm commit(s) to awarding at least 25% of its subcontracting dollar amount (i.e., 25% of subcontracting, based on the total amount of subcontracts awarded) to Section 3/LMI firms for the CDBG project.

**GRANT ADMINISTRATION SERVICES
 PROVIDER SELECTION CERTIFICATION
 BY CITY OF PRESCOTT**

Project Name: Acquisition and Repurposing of Former Bank Building into a Community Facility Project

CRITERIA		POINTS AWARDED			
	Consulting Firm Name:				
1.	Project Coordinator's/Lead Person's Experience				
2.	Firm's Project Completion Background				
3.	References from Similar Projects				
4.	Firm's Familiarity with Community's Needs				
5.	Responsiveness to Project/RFP Specifications				
6.	Cost Effectiveness				
7.	Budget				
8.	MBE/WBE/DBE or Section 3/LMI Firm				
9.	Small Business Firm				
	TOTAL POINTS:				

Signed Upon Completion of Proposal Review and Selection:

Certification: I hereby certify that the City of Prescott, Pierce County, Wisconsin selection committee reviewed all proposals from eligible responders/submitters of proposals. The proposals were evaluated and ranked based on the information provided in the proposal documents and the criteria set forth above.

 David B. Hovel, Mayor

Date _____

