

TOWN OF SALEM, NEW HAMPSHIRE

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REQUEST FOR PROPOSALS

CDBG-Administration

Millville Arms Project

The Town of Salem is issuing a Request for Proposals (RFP) to qualified firms to serve in a consulting capacity for one project as Grant Administrator to manage a \$245,000 Community Development Block Grant (CDBG) Project (Total Project approx. \$363,000). The project is improvements to Salem Housing Authority's Millville Arms, 75 housing units in 8 buildings, including roof replacement, insulation and air sealing. Specific administrative services, to ensure compliance with New Hampshire CDFA and Federal CDBG requirements include: maintenance of records, accounting, meetings, compliance with labor regulations (including compliance with Davis Bacon wage rates), reporting and other federal adherence required by the CDBG Grant Agreement.

This project is funded through a Community Development Block Grant from the Community Development Finance Authority under the provisions, and subject to the requirements, of Title I of the Housing and Community Development Act of 1974, as amended.

Award of Contract, contingent on project award approval, will be based on evaluation criteria including, in order of importance, related experience and CDBG training, firm's history and resource capabilities to perform required services, evaluation of assigned personnel, time availability, and reference check.

The minimum criteria for this RFP is as follows:

1. Eight years' experience with CDFA CDBG programs, including experience with CDBG training. This shall be consistent and uninterrupted business activity by the company for those years.
2. At least three projects similar to this project.
3. All positive references.
4. A clear allocation of time by the company and the assignment of personnel to be able to conduct the work without competition for time by other clients or tasks.
5. No grants managed by the company shall have been cited for major administrative issues.
6. The company shall not have been sanctioned from applying or administrating CDFA programs.
7. The proposal is clear and concise and does not rely on caveats or equivocations.
8. Staff assigned to the project demonstrate the above qualifications.

The proposals should include the following information, in detail and sequence as indicated below:

1. **Letter:** Submit a cover letter outlining the intent to provide the services, authorization of the person signing the letter to file a proposal, the intent to execute a contract, and a brief outline of the company. Indicate if you have conducted business with the Town within the past 10 years and for what project.
2. **Fee:** The fee for grant administration will be within the limits approved by the grant for general and project administration. The maximum administration budget available as per the grant agreement is \$18,000, and the fee cannot exceed this amount. The fee should be included as a separate sheet listing the individual applicable administrative items in the budget that would apply to funding the contract for this proposal. The fee should be submitted in a separate sealed envelope with the original.
3. **Proposal:** Respondents shall develop a one-page narrative proposal based upon the scope of services information, and the respondent's knowledge and experience in the administration of CDBG grants. The proposal should be prepared in a straightforward manner, concisely and economically, providing a complete description of the services to be provided. It should make clear that the minimum qualifications have been met and address the selection criteria. This RFP is meant to serve as a basis for the contract scope and therefore missing information in the proposal does not constitute a reason for additional services.
4. **Projects:** A list of all CDFA and CDBG projects for the past eight years.
5. **References:** A list of not less than three relevant references from the above projects must be included. There is no specific limit to the number of references given, as long as they are relevant.
6. **Sample Contract:** Provide a sample contract that meets the requirements of the New Hampshire CDFA/CDBG program for this project.

Anticipated Schedule of Activities

Published	December 19, 2019
End Questions	December 27, 2019
Proposals Due	January 3, 2020
Contracting (est.)	January 9, 2020
Required Conference	January 14, 2020

Copies of this RFP are available online at: <https://www.townofsalemnh.org/purchasing/pages/current-bids-proposals-and-awards> at the Town of Salem website, under Purchasing Current Bids Proposals and Awards. Sealed proposals, one original and three copies, are due January 3rd, at 12:00 noon, to Karri Makinen, Community Development Coordinator, 33 Geremonty Drive, Salem NH 03079 at the Building Department Counter, front entrance lobby in Town Hall, 33 Geremonty Drive Salem, NH 03079. Questions regarding the RFP must be filed to the above contact at least five days prior to the due date by email to kmakinen@salemnh.gov.

Respondents must comply with all applicable civil rights and employment opportunity laws. The Town of Salem reserves the right to reject any or all proposals, to waive any informalities in the proposals received, and to accept the proposal which, in the opinion of the Town, best meets the criteria set by the Town. The selection of the consultant shall be made without regard to race, color, sex, age, religion, political affiliation, or national origin. The Town is an Equal Opportunity Employer and it encourages proposals from Section 3 qualified, minority, and women-owned business firms.