

# REQUEST FOR PROPOSALS CITY OF BIRMINGHAM

General Grant Administration and Program Management Services  
Community Development Block Grant – Disaster Recovery  
(CDBG-DR)

## INTRODUCTION

The City of Birmingham, Alabama is soliciting proposals from interested firms to provide General Grant Administration and Program Management Services for a 2013 Community Development Block Grant – Disaster Recovery (CDBG-DR grant). The City will receive \$17,497,000 in CDBG-DR funding. The City will receive proposals from Proposers having specific experience and qualifications in the area identified in this solicitation. For consideration, proposals for this project must contain evidence of the Proposer's experience and abilities in the specified area and other disciplines directly related to the proposed service.

## QUALIFICATIONS

The Proposer must show to the complete satisfaction of The City that it has the necessary facilities, ability, and financial resources to provide the services specified herein in a satisfactory manner. The Proposer should also give a past history and references in order to satisfy The City in regard to the Proposer's qualifications. The City may make reasonable investigations deemed necessary and proper to determine the ability of the Proposer to perform the work, and the Proposer shall furnish to The City all information for this purpose that may be requested. The City reserves the right to reject any offer if the evidence submitted by, or investigation of, the Proposer fails to satisfy The City that the Proposer is properly qualified to carry out the obligations of the contract and to complete the work described therein.

Evaluation of the Proposer's qualifications shall include:

- A. The ability, capacity, skill, financial and other necessary resources to perform the work or provide the service required;
- B. The ability to perform the work or provide the service promptly or within the time specified, without delay or interference;
- C. The character, integrity, reputation, judgment, experience, and efficiency of the Proposer, and;
- D. The quality of performance of previous contracts or services.

\*Respondents must provide a listing of the personnel to be assigned to the project, including organizational structure and each person's area of responsibility. Resumes for each professional assigned to this project are also required. Responders must have sufficient and qualified staff immediately available to contract solicitations and to enter into and manage any components targeted by the RFP.

## **SCOPE OF WORK**

### **A. General Statement:**

The City of Birmingham requests proposals for services of providing Grant Administration and Program Management/Delivery Services for all activities related to the 2013 CDBG-DR allocation provided to The City.

### **B. Supporting Data:**

Additional information on the projects that are currently planned can be found on the City's website in the City's Initial CDBG-DR Action plan. This can be found at:

<http://www.informationbirmingham.com/community-development.aspx>

### **C. Specifically, The City requests the following services to be provided:**

1. Action Plan and program development and support including Action Plan amendments.
2. Establishment of Program charters, timelines, goals, metrics and deliverables.
3. Document control and management.
4. Policy development and Review.
5. Program and financial compliance requirements and local financial procedural support.
6. Support of communications strategy.
7. Development of monitoring plans and execution of said plans.
8. Manage program operations for all CDBG-DR Programs.
9. IT Oversight as required.
10. All allowable reporting required in the DRGR System or its equivalent.
11. Training/Outreach support for grant recipients, partners, and City Staff.
12. Other support and consulting functions as required by the City.

## **TIMELINE**

It is expected that the Grant Management process will begin in February, 2014.

- RFP Issued: December 13, 2013
- RFP Responses due: January 10, 2014 by 4:00 p.m.
- Selection of Consultant: January 24, 2014

The City reserves the right to make adjustments as needed to the above schedule.

## **QUESTIONS**

Please direct all questions to: [James.Roberts@birminghamal.gov](mailto:James.Roberts@birminghamal.gov)

## **SUBMISSION REQUIREMENTS**

A consultant, firm, or combination thereof wishing to submit a proposal must include the following in their response:

- A brief history of the proposing entity, including general background, knowledge of housing, and experience working with relevant agencies.
- Resumes of the personnel assigned to the project.
- A statement substantiating the resources of the proposing entity and the ability to carry out the scope of work requested within the proposed timeline.
- Proposed fee structure, including billing rates, hourly rates, reimbursable expenses, etc. Preferences will be given to firm fixed pricing.
- References including contact information for at least three organizations to which the consultant has provided services.
- At least one (1) example of work.
- A statement of conflicts (if any) the proposing entity or key employees may have regarding these services. The statement should include conflicts, as well as any working relationships that may be perceived by disinterested parties as a conflict. If no potential conflicts of interests are identified, please state so.

## **SELECTION CRITERIA**

Proposals will be reviewed and evaluated by staff.

Criteria for evaluation will include:

40% Proposal for accomplishing the tasks listed in Project Scope

25% Cost

25% Capacity to perform the services within the established timeframe

10% References

## **RFP SUBMISSION PROCESS**

Proposal deadline: Proposals must be received no later than 4:00 PM, January 10, 2014. Sealed proposals must be received in the Community Development Office at the address referenced below. Submittals should include three hard copies including signatures. No proposals received by fax or e-mail transmission will be accepted.

COMMUNITY DEVELOPMENT DEPARTMENT

Room 1000 – 10<sup>th</sup> Floor, City Hall

710 North 20<sup>th</sup> Street

Birmingham, Alabama 35203

Proposing entities must note on the outside of their proposal package:

REQUEST FOR PROPOSALS

CITY OF BIRMINGHAM

CDBG-DR SERVICES