

City of Victor Request for Proposals

Community Development Block Grant Administration Services

Project Background: The City of Victor is a municipality providing services to a population of approximately 500 residents in three communities, the City of Victor, Goldfield area, and Cunningham addition. The City of Victor has been given two federal Community Development Block Grant (CDBG) awards in the amounts of \$500,000 and \$500,000 by the Colorado Department of Local Affairs (DOLA).

The first CDBG grant will be used to fund drainage and streets improvements. The absence of adequate drainage impacts the City's streets, creates traffic patterns, and causes run-off to regularly flood private property. The City streets are unpaved and staff struggle with gravel loss, replacement of materials, and grading. An engineering report and drainage plan were completed in 2004. Specific goals under this CDBG grant include: adding at least a 6-inch lift of gravel, installation of culverts, installation of curbs and gutters, improvements to road surfaces, and direction of run-off water to minimize property damage and flooding.

The City does not have a contract with the State of Colorado in place yet and funds have not been released. The environmental checklist has been completed. The City is providing \$50,000 in matching funds towards this project.

The second CDBG grant will be used to fund several water and wastewater projects including: short-term capital improvements to the wastewater treatment plant (\$307,000), locating and mapping existing collection and distribution system infrastructure (\$37,500), point repairs to water and wastewater lines (\$45,000), cleaning and televising of gravity sewer lines (\$45,000), purchase of laboratory equipment for the wastewater treatment plant (\$8,000), and completion of a Wastewater Utility Plan (WUP) / Engineering Study (\$76,000).

The contract with the State of Colorado is in progress and should be completed soon. The environmental checklist has been completed. The City is providing \$100,000 in matching funds towards this project.

Contingent upon this award, the City of Victor is soliciting proposals for management services to assist the City in the administration of this project in compliance with all applicable requirements under the Colorado CDBG Program as described in the current edition of the Colorado CDBG Program Grant Administration Manual. Payment terms will be negotiated with the selected offeror. The fee for project management services will be paid with CDBG funds.

Proposal Submittals:

Advertised Date: Thursday, June 25, 2009
Proposal Due Date: Tuesday, July 7, 2009 at 5:00 pm.
Late, faxed, and electronic submissions will not be accepted.

COPIES OF THE REQUEST FOR PROPOSAL (RFP) MAY BE OBTAINED DIRECTLY FROM THE CITY OF VICTOR THROUGH THEIR WEB SITE AT <http://www.victorcolorado.com/cityofvictor.htm> OR AT THE VICTOR CITY HALL: 500 WEST VICTOR AVENUE, VICTOR, COLORADO 80860

Scope of Work: The services to be provided will include:

- Preparing all written reports and checklists required to assure compliance with Federal and State requirements;
- Establishing and maintaining project files and preparing all documentation and reports required for administration of the grant;
- Reviewing all proposed project expenditures to ensure their propriety and proper allocation to the project budget;
- Participating in the pre-construction conference;
- Serving as the *City of Victor* designated Labor Standards Officer and assuring compliance with all applicable labor standards requirements;
- Assuring compliance with all applicable civil rights requirements; and
- Preparing all required performance reports and closeout documents and assisting the *City of Victor* with the determination of applicable audit requirements.
- The services will not include the disbursement or accounting of funds distributed by the *City of Victor's* officer, legal advice, fiscal audits, or assistance with activities not related to the CDBG project.

Responses should include:

1. The firm's legal name, address, and telephone number;
2. The principal(s) of the firm and their experience and qualifications;
3. The experience and qualifications of the staff to be assigned to the project;
4. Rate sheet for proposed staff assigned to the project;
5. A description of firm's prior experience, including any similar projects (in particular those funded by CDBG), size of community, location, total construction cost, and name of local official knowledgeable regarding the firm's performance. Include at least three references;
6. A description of the firm's current work activities, how these would be coordinated with the project, and the firm's anticipated availability during the term of the project;
7. The proposed work plan and schedule for activities to be performed; and
8. Not to exceed cost.

Please submit six (6) complete copies of the proposal.

Respondents will be evaluated according to the following factors:

1. Quality of the Proposal
2. Consultant Qualifications and Experience (including reference checks)
3. Availability and Capacity of the Consultant

To be considered, the individual, management team or firm that is submitting a proposal must possess considerable expertise and experience in the development, management and implementation of projects funded by the Community Development Block Grant (CDBG) Program.

The selection of finalists to be interviewed will be based on an evaluation of the written responses. The award will be made to the most qualified offeror whose proposal is deemed most advantageous to the City of Victor, all factors considered. Unsuccessful offerors will be notified in writing as soon as possible.

Insurance: Should the Consultant be invited to negotiate a contract for the work identified in this RFP, it shall have the capability of maintaining insurance and indemnification as follows to cover any claims incurred or arising as a result of the work:

- Professional Liability Insurance (not less than \$500,000 limit).
- Automobile Liability Insurance (not less than \$1,000,000 combined single limit).
- Worker's Compensation Insurance as required by Colorado Statute for work performed and Employers Liability coverage with a limit of liability not less than \$100,000, if applicable.

Questions and responses should be directed to Mayor Serena Bielz, 500 Victor Avenue, P.O. Box 86, Victor, Colorado 80860. All proposals must be received no later than Tuesday, July 7, 2009 at 5:00 pm. Please state "CDBG Management Services Proposal" on the outside of the response package.

Respondents may review the CDBG applications which include a description of the proposed projects including activities, budget, schedule, and other pertinent information by visiting the *City of Victor* offices during regular office hours.

This solicitation is being offered in accordance with federal and state requirements governing procurement of professional services. Accordingly, the *City of Victor* reserves the right to negotiate an agreement based on fair and reasonable compensation for the scope of work and services proposed, as well as the right to reject any and all responses deemed unqualified, unsatisfactory or inappropriate.

*** End ***