



## Request for Qualifications for Grant Administration Services City of St. Helens

### A. Overview/Purpose

This is a request for qualifications (RFQ) from interested individuals, firms, and non-profit corporations to conduct grant administration for the design and construction of the Columbia Pacific Food Bank for the City of St. Helens. The work includes a variety of routine and complex technical and professional elements to keep the City in compliance with federal and state laws, regulations and procedures, particularly the [Community Development Block Grant Management Handbook](#) published by the State of Oregon Business Development Department (2017 Edition). The Grant Administrator must be able to perform all the duties of Grant Administrator as described throughout this RFQ. The Grant Administrator will work under the direction of the City Administrator and Associate Planner.

As a result of this RFQ, the City will select the most qualified contractor with whom to commence contract negotiations. If negotiations are successful, the City will enter into a professional services contract. The City will consider a Grant Administrator contract for the duration of the project that must be completed by approximately January 2021.

### B. Source of Funds

Work under this contract will be funded, in its entirety, with federal grant funds from the Oregon Community Development Block Grant (CDBG) program.

### C. About the Assignment

The Grant Administrator will focus on administering the City's \$1.5 million CDBG under grant number C18005 for the design and renovations of the former Columbia Feed and Seed building at 1421 Columbia Blvd. into the storage and distribution center for the Columbia Pacific Food Bank.

The selected Grant Administrator will be expected to provide full services associated with the administration, monitoring, reporting, and record keeping requirements associated with the CDBG program, which includes but is not limited to; all necessary tasks - reporting and record keeping associated with Labor Standards and Compliance as required by the CDBG reporting regulations, and all necessary tasks associated with the Environmental Assessment (EA) as outlined in the CDBG Grant Management Handbook (2017 Edition). Prior to applying, the Associate Planner prepared paperwork documenting that the EA for this project is Categorically Excluded Subject to Section 58.5. This assumes that the renovations do not increase building footprint or impervious surface. Working in conjunction with the Associate Planner and the CDBG Project Manager, the Grant Administrator will finalize and formalize the EA documentation as necessary. **A draft Work Plan is attached that outlines further responsibilities and estimated timelines.**

The selected Grant Administrator will be expected to have capacity to ensure all tasks are submitted/completed in a timely manner and without delay. This project timeline is limited and selected Grant Administrator will be expected to meet benchmark deadlines. The contract will specific clear consequences for failure to perform the work including reducing or withholding payment, requirement contractor to perform, at the contractor's expense, additional work necessary to perform the identified



scope of work or meet the established performance standards, and declaring a default, terminating the public contract and seeking damages and other relief available under the terms of the public contract or other applicable law.

#### **D. Timeline**

- Issue RFQ. January 23, 2019
- Receive RFQ Proposals by 5:00 p.m. February 21, 2019
- Screen and Select Proposal. February 28, 2019
- Complete Negotiations and Enter into Professional Services Contract. March 6, 2019

#### **E. Process**

The City Administrator and Associate Planner will select the best qualified Grant Administrator. A 3-step process will be used:

Step 1 - Each RFQ proposal will be reviewed and a short list of qualified individuals/firms will result.

Step 2 - If warranted, the short list of individuals/firms may be asked to prepare a more detailed written proposal with personnel, costs, and/or methods described.

Step 3 - If necessary, after reviewing additional materials, candidates may be asked to a brief oral interview.

Once a final selection has been made, the City and chosen Grant Administrator will work jointly to refine a detailed scope of work and a contract for services. Grant specifications may be reviewed at City Hall (address below).

#### **F. Content of Responses**

Responses to this RFQ must be complete, timely and submitted in conformance with specifications, including all items below:

1. Describe your grants administration background and history, including the number of years in business and scope of services currently provided to clients.
2. Describe your experience and current practice in providing grants administration services to governmental entities, including the names of current or recent government clients. This section should also include a description of any CDBG programs you have administered
3. Describe the workload capacity of your firm. Include any limitations you would foresee in your firm's ability to handle certain times of work, or work capacity limitations.
4. Provide a certification in your proposal that you/your firm is not presently debarred or otherwise ineligible from participation in the project.
5. Provide three (3) client references from the public sector.
6. State and potential conflict(s) of interest you may have in providing services outlined in this RFQ.
7. Provide a proposed hourly rate schedule, including all fees, support staff wages, where applicable, and any other supporting costs.
8. Provide any other information you believe is relevant or important to your response

#### **G. Investigations**



The City reserves the right to conduct appropriate investigations into the background, previous experience, and training of any firm or individual under consideration for this RFQ.

#### **H. Evaluation of RFQ and Selection**

The City reserves the right to accept or reject any and all submissions in the best interest of the City and in accordance with ORS 279B.100. In connection with the evaluation, the City may, at its option, invite one more applicants for an interview at a time and location to be announced and may require the submission of supplemental material intended to substantiate or clarify information previously submitted. An asbestos abatement license is not required under ORS 468A.710.

The following information will be taken into consideration during the evaluation process:

1. The Grant Administrator's qualifications as identified in this RFQ. **25 percent**
2. Complete and clear responses to items in this RFQ. **5 percent**
3. Breadth and relevance of experience of the Grant Administrator who will provide services. **25 percent**
4. Professional reputation on the part of the applicant for providing high-quality services and demonstrating sound judgment, integrity, and reliability as determined by reference checks. **5 percent**
5. Familiarity with laws, regulations, and procedures governing state and federal grants and operating procedures relative to the conduct of City business. **25 percent**
6. Capacity of Grant Administrator's to adequately address the City's workload. **5 percent**
7. Demonstrated ability to work cooperatively with all stakeholders (City staff, Columbia Pacific Food Bank, City Council, and the general public), including references and past experience. **5 percent**
8. Cost of providing basic and hourly services as per the submitted hourly rate schedule. **5 percent**
9. Supplemental information submitted by the applicant. Results of any interviews.

#### **I. Incurring Costs**

The City of St. Helens is not liable for any costs incurred by respondents prior to contract agreement.

#### **J. Submittal Information**

Two (2) original submissions, clearly marked Request for **Qualifications for Grant Administration Services** must be received by 5 p.m., Thursday, February, 21, 2019.

<b>Mailing Address</b>	<b>Hand Delivery</b>
St. Helens Planning Department Jennifer Dimsho PO Box 278 St. Helens, OR 97051	City Hall Attn: Jennifer Dimsho 265 Strand Street St. Helens, OR 97051

Submissions received after the deadline will not be accepted or considered.

**Questions regarding this RFQ should be directed to Jenny Dimsho, Associate Planner.**

**Phone: (503) 366-8207**

**Email: [jdimsho@ci.st-helens.or.us](mailto:jdimsho@ci.st-helens.or.us)**

## Columbia Pacific Food Bank Renovations Draft Work Plan

	TASK	EST. START DATE	EST. COMPLETION DATE	RESPONSIBLE ENTITIY
1	<b>Grant contract executed</b> <ul style="list-style-type: none"> <li>Signed signature card submitted</li> <li>Completed authorization for Electronic Deposit Submitted</li> </ul>	01/21/19	01/21/19	City
2	<b>Intergovernmental Agreement and Management MOU signed</b>	02/06/19	02/06/19	City, Food Bank, County
3	<b>Grant Administration and Labor Standards RFP dated and issued</b> <ul style="list-style-type: none"> <li>Includes review/approval by Business Oregon</li> <li>Review by City legal counsel</li> </ul>	01/23/19	01/23/19	City
4	<b>Grant Administration and Labor Standards Monitoring contracted</b>	02/21/19	02/28/19	City, Grant Administrator
5	<b>Environmental Review/Assessment, FONSI</b> <ul style="list-style-type: none"> <li>Signature by Certifying Officer</li> <li>Combined Notice Published</li> </ul>	01/23/19	02/28/19	City, Grant Administrator
6	<b>First Draw Requirements completed, submitted</b> <ul style="list-style-type: none"> <li>Adopt Section 3 Plan</li> <li>Publish Fair Housing Resolution</li> <li>Post Fair Housing Poster and Brochures</li> <li>Complete Section 504 Checklist</li> <li>Notice of Nondiscrimination Policy</li> <li>All non-grant funds committed</li> </ul>	02/23/19	03/29/19	City, Grant Administrator
7	<b>RFP Drafted and Issued for Architecture and Engineering</b> <ul style="list-style-type: none"> <li>Includes review/approval by Business Oregon</li> <li>Review by City legal counsel</li> </ul>	03/01/19	03/29/19	City, Food Bank
8	<b>Architect/Engineering Services Selected, Contracted</b>	04/01/19	04/01/19	City, Food Bank
9	<b>Release of Funds</b> <ul style="list-style-type: none"> <li>Request for release of funds submitted</li> </ul>	04/01/19	04/01/19	City, Food Bank, Grant Administrator
10	<b>Schematic Design Development, Construction Documents (includes regulatory agency approval)</b>	04/01/19	06/28/19	City, Food Bank
11	<b>Permit Submittal, City &amp; County review</b>	06/28/19	09/30/19	City, Food Bank
12	<b>Issue Construction Bid Documents</b> <ul style="list-style-type: none"> <li>Includes review/approval by Business Oregon</li> <li>Review by City Legal Counsel</li> </ul>	09/30/19	09/30/19	City, Food Bank
13	<b>Bids Received and Contracting</b> <ul style="list-style-type: none"> <li>Submit Notice of Construction Contract Award and Start of Construction</li> </ul>	09/30/19	11/29/19	City, Food Bank
14	<b>Pre-Construction Meeting</b> <ul style="list-style-type: none"> <li>Submit Pre-Construction conference notes, signed by Prime Contractor</li> </ul>	11/29/19	02/29/20	City, Food Bank
15	<b>Construction Period</b> <ul style="list-style-type: none"> <li>Construction meetings every two weeks.</li> <li>Labor Standards monitoring, including CPR, site visits and interviews</li> </ul>	03/02/20	10/30/20	City, Food Bank, Grant Administrator
16	<b>First Construction Draw Date</b>	10/30/20	11/30/20	City, Food Bank, Grant Administrator
17	<b>Punch List and Corrections</b>	11/30/20	05/31/21	City, Food Bank
18	<b>Project Construction Completion</b>	05/31/21	05/31/21	City, Food Bank
19	<b>Second Public Hearing</b>	06/06/21	06/06/21	City

<b>20</b>	<b>Final CDBG Draw</b> <ul style="list-style-type: none"> <li>• Minority, Women, Emerging Small Business Activity Report</li> <li>• Fair Housing Activity</li> <li>• Section 3 Summary Report</li> </ul>	<b>07/01/21</b>	<b>07/15/21</b>	City, Food Bank, Grant Administrator
<b>21</b>	<b>Final Completion Report</b>	<b>07/15/21</b>	<b>08/31/21</b>	City, Food Bank, Grant Administrator