



Request for Qualifications

Community Development Block Grant Grant Administration Services

<https://www.sthelensoregon.gov/rfps>





Request for Qualifications Community Development Block Grant Grant Administration Services

The City of St. Helens, Oregon is seeking qualifications from interested individuals, firms, and non-profit corporations to conduct grant administration for the Community Development Block Grant-funded design specifications for the St. Helens Sanitary Sewer Capacity Improvement Project. This project is a design-only CDBG project.

Request for Qualifications (RFQ) packets may be obtained by visiting our website at <https://www.sthelensoregon.gov/rfps>.

Questions regarding this RFQ should be directed to Community Development Project Manager, Jennifer Dimsho at (503) 366-8207 or by email at jdimsho@sthelensoregon.gov.

Sealed responses for this RFQ will be received by the City by **Thursday, September 21, 2023, at 3 p.m.** Responses delivered later will not be accepted. The City of St. Helens is not responsible for delays in delivery.

All responses that are mailed through the USPS shall be addressed to City Hall, 265 Strand Street, St. Helens, OR 97051. Hand-delivered responses shall be delivered to City Hall at 265 Strand Street, St. Helens, OR 97051.

All responses shall be placed in a sealed envelope which is clearly marked "CDBG Grant Administration." **Responses by email or by fax will not be accepted.**

The City of St. Helens reserves the right to cancel this request or reject any and all proposals submitted or to waive any minor informalities of this call if in the judgment of the City Council the best interest of the City would be served.



A. Overview/Purpose

This is a request for qualifications (RFQ) from interested individuals, firms, and non-profit corporations to conduct grant administration for the Community Development Block Grant-funded project for final design specifications for the St. Helens Sanitary Sewer Capacity Improvement Project. This project is a design-only CDBG project.

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 (2023 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 Engineering Manager and the Community Development Project Manager.

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 September 27, 2024.

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. Scope of Work

The Grant Administrator will focus on administering the City's \$2.5 million under grant number P23001 for the final design specifications for its sewer capacity improvement project. Final design specifications will include, but are not limited to:

1. Sanitary Sewer Basin 6 upgrades to upsize approximately 10,000 feet of sewer mainlines on Sykes Road, Port Avenue, Gable Road, and Old Portland Road at Kaster Road;
2. Sanitary Sewer Basin 5 upgrades to upsize approximately 3,500 feet of sewer mainline on 4th Street. Sanitary Sewer Basin 5 is an interceptor and serves as the main sewage collector for Sanitary Sewer Basins 1, 2, 3, and 4; and
3. Sanitary Sewer Basin 4 upgrades to upsize and reroute approximately 4,700 feet of sewer mainline to increase inflow and infiltration and avoid overflow.

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:

- First draw requirements (some of which are complete)



- Any remaining environmental review requirements (finding of exemption complete)
- Tracking all pay requests, invoices, and disbursement requests
- CDBG project management reporting requirements
- Final CDBG draw requirements including Minority, Women Emerging Small Business Activity Report, Fair Housing Activity, and Section 3 Summary Report

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 damaged and other relief available under the terms of the public contract or other applicable law.

D. Timeline

Task	Timeline
Issue RFQ	August 23, 2023
Deadline for Questions	September 12, 2023
Final Addenda (If needed)	September 14, 2023
Deadline to Submit Qualifications	September 21, 2023, 3 p.m.
Selection	September 25 - September 29, 2023
Contract Negotiations	October 2 – October 6, 2023
Contract Approved by Council	October 18, 2023

E. Process

The Engineering Manager and Community Development Project Manager 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.



F. Changes to Solicitation by Addenda

The City reserves the right to make changes to the RFQ by written addendum. The City is not responsible for any explanation, clarification, interpretation, or approval made or given in any manner, except by Addenda.

Addenda, if necessary, will be issued on the City's website, <http://www.sthelensoregon.gov/rfps> not later than seven (7) days prior to the RFQ closing date. The City will not mail notice of addenda but shall publish notice of any addenda on the City's website. It is the responsibility of the Grant Administrator to check the webpage for any posted addenda and ensure that the submitted proposal includes said addenda. Questions must be received no later than September 12, 2023. Questions shall be submitted to Jennifer Dimsho at jdimsho@sthelensoregon.gov or 503-366-8207.

All addenda shall have the same binding effect as though contained in the main body of the RFQ. No verbal instructions or information concerning the scope of work shall bind the City. Each Consultant is responsible for obtaining all addenda prior to submitting a Proposal. Receipt of each addendum shall be acknowledged on the Proposal Signature Page **Attachment A** as part of the Proposal.

G. Incurring Costs

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

H. 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.

I. 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 or 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. 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.

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, Project Consultants, 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.



J. Submittal Information

Two (2) original hardcopy submissions clearly marked “**CDBG Grant Administration**” must be received by 3 p.m., September 21, 2023. Submissions received after the deadline will not be accepted or considered.

Mailing Address	Hand Delivery
City Hall – Planning Department CDBG Grant Administration 265 Strand Street St. Helens, OR 97051	City Hall – Planning Department CDBG Grant Administration 265 Strand Street St. Helens, OR 97051

Questions regarding this RFQ should be directed to:

Jenny Dimsho, AICP | Community Development Project Manager
City of St. Helens | Planning Department
265 Strand Street, St. Helens, OR 97051 | www.sthelensoregon.gov
P: (503) 366-8207 | jdimsho@sthelensoregon.gov



ATTACHMENT A – PROPOSAL SIGNATURE PAGE

The undersigned hereby submits this Proposal to furnish all work, services systems, materials, and labor as indicated herein and agrees to be bound by the following documents: Request for Proposal, Personal Services Contract, and associated inclusions and references, specifications, Proposal Form, Consultant response, mutually agreed clarifications, exceptions which are acceptable to the City, and all other Consultant submittals.

The undersigned hereby certifies and represents that the Consultant:

- has examined and is thoroughly familiar with the Request for Proposal
- has examined and is thoroughly familiar with the Personal Services Contract, and agrees to accept the contract terms, and execute such contract upon award
- understands that the City reserves the right to accept a proposal or reject all proposals if deemed in the best interest of the City
- understands that all information included in, attached to, or required by this RFQ shall be public record subject to disclosure within the context of the federal Freedom of Information Act and Oregon Revised Statutes (ORS) 192.501 and ORS 192.502.

Receipt of Addenda

Consultant acknowledges that ADDENDA NUMBERED _____ THROUGH _____ have been reviewed as part of the Request for Proposal.

Signature

The Consultant hereby certifies that the information contained in these certifications and representations is accurate, complete, and current.

CONSULTANT FIRM NAME

CONTACT PERSON

MAILING ADDRESS, CITY, STATE, AND ZIP CODE

FIRM TELEPHONE NUMBER

CONTACT PERSON TELEPHONE

EMAIL ADDRESS

PRINT NAME AND TITLE OF FIRM'S
AUTHORIZED REPRESENTATIVE

SIGNATURE OF FIRM'S AUTHORIZED
REPRESENTATIVE

DATE