



City of Amesbury Request for Proposals - Qualifications Based Selection Community Development Fund FY 2016

*Released October 12, 2016
Due November 10-12:00 noon*



COMPLETE PACKAGE INCLUDES SUPPORT DOCUMENTS

Four files including this file are online at www.amesburyma.gov
under News and Notes, OCED Proposals, CDBG 2016 Management Services

William Scott
Director
Office of Community and Economic Development
City of Amesbury, Massachusetts

City of Amesbury
Request for Proposals
2016 CDBG
Management Services

The City of Amesbury invites competitive qualifications and price proposals from qualified consultants to provide CDBG Grant Management, Housing Rehabilitation Services, and management of social services for a Regional Community Development Fund FY16 CDBG grant awarded by the Massachusetts Department of Housing and Community Development through its Community Development Block Grant Program (CDBG) to the City of Amesbury and Town of Merrimac.

Pursuant to the Request for Proposals lead firms are required to submit proposals to the Office of Community and Economic Development, 62 Friend Street, City Hall, Amesbury MA 01913 NO LATER THAN 12:00 noon, Thursday, November 10, 2016. Proposals received after this time will be rejected.

The Request for Proposals document is available by pick-up, at the above address, during regular business hours Mon.-Wed. 8 am to 4 pm, Thur. 8 am to 7 pm, and Fri. 8 am to noon, excluding holidays. Or the RFP is accessible online at www.amesburyma.gov under News and Notes, OCED Proposals, CDBG 2016 Management Services. The RFP is not available by mail or email. Those obtaining the RFP at the above website must notify the City of the applicable contact person in the event of addenda by sending an email to the address below. Questions regarding this project should be submitted in writing to Joan Baptiste at joni@amesburyma.gov

The City reserves the right to waive any informality in the proposal procedure, to cancel this Request for Proposal or to reject any and all proposals received deemed not in the best interest of the City.

The City of Amesbury is an equal opportunity employer. Minority and women-owned firms are encouraged to apply.

Publish October 12th in Newspaper and October 17th in State Goods and Services Bulletin

GENERAL SPECIFICATIONS

1. PREPARATION OF PROPOSALS

- A. Proposal procedure shall be in accordance with the provisions of Massachusetts General Laws Chapter 30B, 24 CFR Part 85 and all Massachusetts Community Development Block Grant Policies.
- B. The Price Proposal Form attached hereto shall be sealed and presented with, but not attached to, the proposal submitted.

2. INTERPRETATIONS

- A. No interpretation of the meaning of the SPECIFICATIONS will be made to any proposer orally. Every request for such interpretation shall be in writing addressed to William Scott, Grant Administrator and to be given consideration, must be received no later than October 24th, 2016, prior to the date fixed for the opening of the proposals. Any and all such interpretations and any supplemental instructions will be in the form of written Addenda to the SPECIFICATIONS (at the respective addresses furnished for such purposes). Addenda shall be e-mailed to all registered bidders as necessitated.
- B. Failure of any proposer to receive any such Addenda shall not relieve such proposer from any obligation under his/ her proposal as submitted. All Addenda so issued shall become part of the SPECIFICATIONS. At the same time of the opening of the proposals, each proposer will be presumed to have read and to be thoroughly familiar with the SPECIFICATIONS (including all Addenda). The failure or omission of any proposer to examine any form, instrument, or document shall in no way relieve any proposer from any obligation with respect to his/her proposal.

3. SUBMISSION OF PROPOSALS

- A. The proposer shall submit an original plus three (3) copies of the proposal.
- B. The proposer shall submit the following:
 - 1. A letter of transmittal signed by an authorized official of the firm.
 - 2. All of the required forms, the Technical and Price Proposals separately as cited herein.
 - 3. The narrative responding to the Criteria Table.
 - 4. A table listing the firms experience in the past five years with the programs similar to this program highlighted. (see section 4 below)
 - 4. A proposed scope of services. The scope should be in the form and manner required during the CDBG application process with more specificity to ensure a clear scope for contracting.
 - 5. An organizational chart documenting the staffing and project relationships.
 - 6. An appendix with references of key staff that will be cited in the above scope.
 - 7. A sample contract from the firm.
 - 8. In a separate envelope the Price Proposal.
- C. Each proposal shall be submitted in a sealed envelope with the following marked on the outside: "Proposal for 2016 CDBG – Amesbury- Merrimac." The proposal must be submitted

in two individually sealed sections. One section shall contain the completed "Price Proposal Form," and shall be entitled, "Price Proposal." The second section shall contain the rest of the proposal including complete answers to all evaluation questions, and shall be entitled, "Technical Proposal." All references to the proposal price shall be submitted on the form provided, with the proposal, but in a separate, sealed envelope marked "Price Proposal." No references to price shall be contained in the "Technical Proposal".

- D. If the proposal is mailed, the Proposer shall enclose his/her sealed proposal in an outer envelope and address as cited above. All proposers are cautioned to allow ample time for transmittal of proposals. ***Proposals received after the specified times will not be accepted or recognized.*** Note that the times of receipt will determine the acceptability of mailed proposals regardless of postmark.

4. WITHDRAWAL OR MODIFICATION OF PROPOSALS

- A. A proposal may be withdrawn by written request, providing that such request is received prior to time established herein for the opening of Proposals. The City will not be responsible, however, for the timely receipt of any request for withdrawal in ample time for delivery before the proposal opening hour.
- B. Modifications to proposals may be submitted prior to the date and time specified for the receipt of proposals.
- C. An original plus three (3) copies of any modifications must be submitted together with a letter of transmittal signed by an authorized official of the firm.
- D. Modifications must be submitted in sealed envelopes clearly marked, "Proposal for "Proposal for 2016 CDBG – Amesbury- Merrimac Modification No. " (with each proposer's modifications numbered in sequence).
- E. Modifications must be clearly marked showing whether the modification is to the "Price Proposal" or to the "Technical Proposal."
- F. Modifications may only be comprised of replacement pages and/or insertion pages, together with an index of modifications.

5. EVALUATION OF PROPOSALS

- A. All proposals shall be received and evaluated in conformance with the requirements of MGL Chapter 30B, 24CFR Part 85 and all policies of the Massachusetts Community Development Block Grant Program.
- B. The Procurement is based on a qualifications approach selecting the consultant based on the qualifications in the "Technical Proposals" then opening the "Price Proposals" and negotiating the fee. If the City and the selected consultant cannot reach an acceptable fee the City will move onto the next most highly rated proposal.
- C. The Procurement Officer shall separate the "Technical Proposals" from the "Price Proposals." The price proposals will not be opened until a consultant is selected through the review of the "Technical Proposals" . The opening shall not be open to the public, and the contents of the proposals shall be kept confidential and not disclosed to competing proposers until after the evaluation process is completed.
- D. The Procurement Officer shall review each "Technical Proposal" to determine whether it meets the minimum requirements as set forth in the RFP. Failure of a proposal to meet a minimum requirement will disqualify a vendor's proposal from further consideration. The Procurement Officer shall state in writing his reasons for disqualifying any proposal.
- E. After evaluating the minimum requirement technical questions, remaining proposals shall be evaluated based solely on the comparative evaluation criteria specified in this RFP. Interviews may be held.
- F. In analyzing responses to the evaluative criteria, the City shall consider the qualifications of proposers in the determination of the Successful Proposer, and make any investigations deemed relevant to the selection process. The minimum criteria shall be compliant with specifications and criteria set forth therein; attributes of goods or services proposed, investigations into qualifications, prior relevant experience, and past performance. The City will confirm claims of past experience. The comparative evaluation criteria are set forth in the proposal specifications section of this document.
- G. The contract will be awarded to the most advantageous proposal as determined by the City. The City reserves the right, upon basis of such evaluations, to reject the Proposal of any and all Proposers who do not, in its estimation, pass under such evaluations, or to select a Proposer other than the apparent lowest cost proposer if the investigations indicate that such action is in the City's best interest

6. RIGHT TO REJECT PROPOSALS

The City reserves the right to reject any or all proposals if it deems it in the public interest to do so.

7. GENERAL CONTRACT INFORMATION

- A. The City of Amesbury is exempt from paying any and all otherwise applicable state and federal sales taxes.
- B. The contract documents will include the Request for Proposals, General Specifications, Proposal Specifications and Proposal submitted.
- C. The Vendor is an independent contractor and is not an agent or employee of the City of Amesbury and is not authorized to act on behalf of the Amesbury.

SPECIFICATIONS FOR SERVICES

Project Description

The City of Amesbury was recently funded for the 2016 CDBG Community Development Funds Round with the Town of Merrimac in a Regional application. This RFP is meant to solicit comprehensive management services for the program contracted between the City, Town of Merrimac, and DHCD. The scope of services provided by the consultant shall respond to the City's program as outlined in Appendix A. As guidance for Housing Rehabilitation staffing the City is providing a template scope, in Appendix B. All project and financial files will be maintained digitally on a shared platform of the Grant Administrators' choosing for remote site desktop monitoring. The scope should include any and all services and staffing that would be required to manage the grant. This will include time at the City to manage the administrative activities where required.

MINIMUM EVALUATION CRITERIA AND TECHNICAL QUESTIONS

Each proposer shall indicate his/her agreement with each of the following questions. To merit further consideration of a proposal by the City, proposer must indicate "yes" and comply, where appropriate, with each statement listed in the Criteria Evaluation Form which is attached hereto. In addition the proposer shall provide a narrative indicating the firm's compliance with these questions, and the ability to manage the project (limited to four pages) and a scope of services (no page limit) for the Amesbury Merrimac 2016 CDBG Program.

COMPARATIVE EVALUATION CRITERIA

The following section contains an explanation of the comparative evaluation criteria that will be used in measuring the relative merits of each proposal that has met the Minimum Criteria established.

Highly Advantageous - Proposal excels on specific criterion.

Advantageous - Proposal fully meets the evaluation standard that has been specified.

Not Advantageous - Proposal does not fully meet the evaluation standard, is incomplete or unclear, or both.

Unacceptable - Proposal does not meet the specification criterion.

Following the individual ranking for each of the individual comparative criterion, proposals shall receive a composite rating corresponding to the above-listed scale.

Each proposal shall respond to the following statements/questions. Please repeat the question before indicating your answer.

1. EVALUATION OF SCOPE OF SERVICES

The City places a premium on the proposer's approach to the project and the ability to present a program of services that complies with the required scope of services in a manner that is clear, concise and complete with respect to required activities. Under the section of this RFP entitled, "Specifications for Services", proposers are required to submit a scope of services addressing the administrative requirements of the City. This scope of services will be used in the evaluation of proposals.

The City will find it unacceptable if a scope of services section is not included, or is included in an incomplete manner. Proposals that address required items, but only in general or vague terms that do not adequately represent tasks to be performed will be given the rating of not advantageous. Proposals which address all required items in an adequate manner but are unclear in some respects which leaves questions on the part of the City as to key aspects of the manner in which tasks will be performed will be given the rating of advantageous. Proposals that excel in all respects in clearly and concisely addressing all required elements of the scope of services shall be given the rating of highly advantageous.

2. EXPERIENCE OF THE FIRM AND ITS MANAGEMENT

The City places a premium on the experience of the firm in providing Program Management and Housing Rehabilitation Services for projects funded under the Massachusetts CDBG. In evaluating proposals, the City will consider the experience of firm personnel in this area. Please describe your background and experience with CDBG grant implementation, and provide the resumes of all personnel to be directly assigned to this project along with the FTE's for each individual assigned to the project. Examples of experience needs are as follows:

- CDBG administrative experience
- Demonstrated record of grant compliance experience, particularly environmental review, fiscal management, and construction administration
- Fiscal management experience
- Appropriate professional qualifications
- Successful track record managing similar CDBG funded projects
- Appropriate academic experience, master's degree preferred for lead personnel. .
- Strong professional recommendations
- Successful and comprehensive experience with DHCD Intelligrants.

The City shall find it unacceptable if project personnel possess less than two years of experience in CDBG grant program implementation; two years' experience shall be given the rating of not advantageous; more than three but less than five years of experience shall be given the rating of advantageous; more than five years of experience shall be given the rating of highly advantageous.

3. AVAILABILITY TO MEET WITH CITY REPRESENTATIVES

The City places a premium on its ability to have access to the Housing Rehabilitation Sub-grantee throughout the life of the project. Please describe your availability to meet or confer with the City's

Grant Administrator. The City shall find it unacceptable if the proposer is unable to meet with the City's designated representative. Usual availability for less than five (5) business days per week shall be given the rating of not advantageous; usual availability for five (5) business days per week but during limited hours shall be given the rating of advantageous; usual availability for five (5) business days per week during normal business hours shall be given the rating of highly advantageous.

4. CDBG PROGRAM CLIENTS

The City places a premium on the number of successful projects that the proposer has undertaken which are similar to the City's current project. Please provide a list of clients for which you currently provide CDBG project implementation or housing rehabilitation services, or for which you have completed projects within the past five-year period. More than three clients who consider your services satisfactory or better shall be given the rating of highly advantageous; three clients who consider your services satisfactory or better shall be given the rating of advantageous; three or more clients not all of whom consider your services satisfactory or better shall be given the rating of not advantageous; having fewer than three clients who consider your services unsatisfactory shall be given the rating of unacceptable.

5. CONTRACT AWARD

- It is the City's goal to have a Consultant selected and contract awarded by December 1, 2016.
- The Consultant shall be solely responsible for any separate contractual agreements with its sub-consultant(s), if any are proposed and agreed to in the contract between the City and the Consultant.
- Pending execution of a Contract by the selected Consultant, Consultants must agree to honor negotiated pricing until December 15, 2016 inclusive.
- Award of the contract is in the sole discretion of the City.
- The City reserves the right, based on its best interest, at any time to accept any proposal in whole or in any part, and to reject any or all proposals.

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this quote has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity, or group of individuals.

(Signature of individual submitting proposal)

(Name of Business)

COMMONWEALTH OF MASSACHUSETTS

County of _____, ss.

On this the _____ day of _____, 2016 before me,

_____, the undersigned Notary Public,
Name of Notary Public

personally appeared _____,
Name of Document Signer

proven to me through satisfactory evidence of identity, which was:

Description of Evidence of Identity

to be the person(s) whose name
(s) was/were signed on the
preceding or attached
document in my presence.

Signature Notary
Public

Printed Name of
Notary

Place Notary Seal and/or any
Stamp Above

My Commission Expires: _____

TAX COMPLIANCE CERTIFICATE

Pursuant to M.G.L. c. 62C, ss 49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting of child support.

(Signature of individual submitting proposal)

(Name of Business)

COMMONWEALTH OF MASSACHUSETTS

County of _____ ss.

On this the _____ day of _____, 2016 before me,

_____, the undersigned Notary Public,
Name of Notary Public

personally appeared _____,
Name of Document
Signer

proven to me through satisfactory evidence of identity, which was:

Description of Evidence of Identity

to be the person(s) whose name
(es) was/were signed on the
preceding or attached
document in my presence.

Signature Notary Public

Printed Name of Notary

Place Notary Seal and/or any Stamp Above Expires: _

My Commission

Criteria Qualification Form

Use this to formulate the narrative to address the criteria.

Criteria	Yes	No
1. Has the proposer conformed in all material respects to the submission requirements as set forth in the RFP?		
2. Does the proposer/firm have a minimum of ten years' experience with CDBG program management?		
3. The proposer has attached a list of communities for which they have provided similar services for regional programs. The proposer shall have at least five years' experience with regional program management.		
4. The proposer is certifying in their narrative that their firm was not sanctioned by DHCD from providing services in the past five years.		
5. The person(s) proposed to be directly responsible for providing services to the community have at least three years' experience.		
6. The proposer submitted a scope proposal that clearly articulates that it meets the requirements of the Amesbury Merrimac 2016 CDBG grant.		
7. The prior experience submitted by the proposer meets the needs and requirements of this RFP		
8. The lead person/consultants meet or exceed the experience requirements cited herein.		
9. The proposer has cited a clear understanding of the Amesbury Merrimac Program and its management needs.		
10. The proposer has provided a scope which is comprehensive and all-encompassing, with a hierarchy and management flow that will provide positive oversight, and does not require the hiring of additional staff by the participating communities, beyond their obligation for management as per the DHCD contract.		
11. The proposer has provided a scope of services which clearly indicates a means to train City staff where their administrative activities interact with the grant management. Further the proposal demonstrates the means and methods to effectively establish administrative systems within the City administration where applicable.		

PRICE PROPOSAL FORM

ATTENTION: YOU MUST SUBMIT THE PRICE PORTION OF YOUR PROPOSAL SEPARATELY FROM THE TECHNICAL PROPOSAL TO AVOID DISQUALIFICATION FROM FURTHER CONSIDERATION

To the City of Amesbury:

The undersigned proposes to operate the CDBG Program for the complete project at the contracted price specified below:

The proposed contract price is __Dollars. (\$ _____)

The undersigned certifies under the penalties of perjury that this proposal has been submitted and made in good faith and without collusion or fraud with any other person. As used in this section, the word "person" shall mean any natural person, joint venture, partnership, corporation, or other business or legal entity.

Date _____

By _____

(Name/Title of person signing proposal)

(Company)

(Business Address)

(City, State, Zip Code)

Appendix A Amesbury Merrimac Grant Application Excerpted Sections

This File

- CDBG 2016 Management Services RFP 1 of 4

Separate Files

- Housing Rehabilitation 2 of 4
- Social Service Our Neighbors Table 3 of 4
- Social Service Pettengill House. 4 of 4

Those reviewing the RFP should also obtain the above additional files (2 through 4) which are online with the RFP at www.amesburyma.gov under News and Notes, OCED Proposals, CDBG 2016 Management Services.

Appendix B Example Housing Rehabilitation Scope

- 1) Marketing the Housing Rehabilitation Program
 - a) Initiate a marketing effort to reach targeted neighborhoods and all LMI residents
 - b) Reach out to applicants on existing waiting list
 - c) Provide information and information sessions to residents interested in participating in a housing rehabilitation program
 - d) Create a mechanism for accepting applications from residents in such a manner as to insure that there is no discrimination toward any resident and that all applicants are treated fairly and prioritized on a first-come/first-serve basis with the exception of bona fide emergency rehab needs.

6. Selecting Applicants for the Program
 - a) Complete a full income qualification of each applicant and tenant, as required
 - b) Complete work write-up of each home, following state, federal and local regulations regarding the abatement of toxic materials and code compliance
 - c) Complete an environmental review on each property, submitting it to the required authorities/agencies
 - d) Analyze the homeowners' ability to provide matching funds

3. Solicitation of bids
 - a) Create a list of licensed General Contractors for participation in the program, securing documentation of licenses, insurance, and references.
 - b) Provide homeowners with a list of Contractors and insure that bids are collected for each project, as defined by a consistent detailed work write-up
 - c) Review bids and assist homeowners in selecting contractor
 - d) Prepare contract between contractor and homeowner

4. Completion of closing with each homeowner.
 - a) Complete closing documents, including deed restrictions and loan documents
 - b) Record all appropriate documents at the Registry of Deeds

5. Oversight of Construction.
 - a) Have Licensed Construction Supervisor/Rehab Specialist review each project previous to making progress payments to contractor
 - b) Secure copy of Building Permit and Certificate of Occupancy previous to final payment to contractor
 - c) Secure all necessary sign-offs from homeowner and GC previous to closing out project

6. Assistance with Subsequent Years' Funding.
 - a) Provide an updated wait list, pre-applications and necessary information to highlight need to continue the program.
 - b) Provide letters of support to substantiate funding request.
 - c) Provide documentation regarding program marketing.

All documents prepared for the project shall remain the property of the City of Amesbury subject to the specific requirements of the grant.