

City of Rensselaer

Program Year 2022 NYS Community Development Block Grant (CDBG) Program

REQUEST FOR PROPOSALS **Program Delivery / Grant Administration** **Three-year period**

The City of Rensselaer has been awarded separate “Public Facility” funding under the 2022 Community Development Block Grant (CDBG) Program administered by the New York State Homes and Community Renewal (HCR), to support specific project and program activities benefitting residents of the City of Rensselaer, as listed below:

974PF87-22

The City is seeking Qualifications from Consultants interested in providing **Program Delivery** and **Grant Administration** assistance and related advisory services with respect to this CDBG award, based on existing City needs and staffing capacity. Consultants selected to perform CDBG work under contract with the City of Rensselaer will agree upon services to the City for a period of up to three (3) years from March 31st, 2023 to March 30th, 2026.

The services may include those described below:

A. Program Delivery (per Chapter 3: Financial Management, CDBG Grant Administration Manual)

1. Marketing grant activities
2. Services verifying client eligibility.
3. Providing education or counseling to beneficiaries.
4. Preparation of site-specific environmental review and environmental assessment such as well testing or Phase I archaeology
5. Legal expenses related to construction such as temporary or permanent easements and filing fees.
6. Any required building or regulatory permit or fees associated with regulatory compliance
7. Labor standards compliance work including completion of required on-site employee interviews, verifying and reviewing certified payrolls.
8. Development of construction specifications bid preparation and contracting.
9. Professional service fees including engineering and architectural fees required to deliver the program
10. Client/contractor troubleshooting; and
11. Any other professional services required to deliver the program.

B. CDBG Grant Administration (per Chapter 3: Financial Management, CDBG Grant Administration Manual)

1. Providing local officials and citizens with information about the CDBG funded project.
2. Internal meetings for general program administration and review that is not related to program delivery activities.
3. Preparing program budgets and schedules, and amendments thereto.
4. Developing systems for assuring compliance with CDBG program requirements
5. Preparing for Requests for Proposals (RFP) with consultants for other related work and Requests for Qualifications (RFQ).
6. Developing interagency agreements and agreements with subrecipients and contractors to carry out program activities
7. Monitoring program activities for progress and compliance with the program requirements.
8. Preparing reports and other documents related to the program for submission to OCR regarding the grant

9. Coordinating the resolution of audit and monitoring findings.
10. Evaluating program results against state objectives;
11. Managing or supervising persons whose primary responsibilities regarding the program include such assignments as those described above
12. Costs incurred for official business travel in carrying out the program and administrative services performed under a third-party contract.
13. Purchase of capital equipment, such as file cabinets, and used exclusively for CDBG grant administration;
14. Training on CDBG grant administration requirements

The City will utilize the competitive negotiation method outlined in the Uniform Administrative Requirements located at 24 CFR Part 85.36 to review qualifications and ultimately select the Consultant(s). This federal regulation details procurement standards applicable to federally-assisted projects. Qualifications will generally be reviewed according to the following criteria:

1. *Technical Capacity* - Technical skills of the Consultant.
2. *Experience* - Relevant experience of the Consultant and individual staff members who will be assigned to the types of Programs awarded to the City, including familiarity of the Consultant with the NYS-CDBG Program in general and/or related funding for affordable housing, public facilities, and general community development activities.

The City may consider one or more Consultants for General Administration responsibilities pertaining to the award on Page 1, at its discretion. The City reserves the right to waive any informalities in the review and selection process and to reject any or all Qualifications at its discretion. Additional information may be requested during the review process, and the City reserves the right to conduct interviews with all or none of the submitting firms, solely at its discretion (but not required as part of this procurement).

C. Submission Requirements

Consultants who wish to be considered for these services must submit TWO (2) complete copies of the following materials and any other information they feel is relevant, by MAIL or Hand Delivery (NOT FAX or EMAIL please), and clearly labeled **“2022 CDBG – Neighborhood Parks Program Delivery”**:

- Company or Consultant profile or similar materials describing the range of services that the Consultant is qualified to provide and accompanying fee structure.
- Outline of experience with similar pending and/or completed municipal grant projects, including those with NYS-CDBG funding and/or other community and economic development sources.
- Resume(s) of key staff members who will be directly involved in the types of projects being considered by the City with the awarded funding.
- Description of experience and/or related information regarding the firm’s capability to perform NEPA and SEQRA programmatic reviews and related auditing and compliance procedures with respect to environmental laws and regulations applicable to the NYS-CDBG Program.

NOTES:

The City of Rensselaer encourages submissions from Minority and Women-Owned Enterprises (MBE/WBE) and Section 3-eligible Consulting Firms are encouraged. The City of Rensselaer encourages compliance with the provision of employment and other economic opportunities as a result of any CDBG award or other federal HUD funding as applicable under Section 3 of the Housing and Urban Development Act of 1968.

D. Submission Deadline

Qualifications must be submitted to the City of Rensselaer Planning and Development Agency, City Hall, 62 Washington Street, Second Floor, Rensselaer, NY 12144, **NO LATER THAN 2:00 PM On Wednesday, March 22nd, 2023.** All submissions will be evaluated based on the criteria listed above and one or more Consultants may be

selected for interviews (if desired) and/or subsequent fee negotiations.

Please contact Ms. Amy Lolik, Grants Manager, at (518) 462-4839 if you have any questions or need additional information about this RFP process.

***The City of Rensselaer is an Equal Opportunity Employer.
The City follows all applicable federal and NYS employment
policies and regulations.***