



GLADWIN COUNTY EMERGENCY MANAGEMENT & HOMELAND SECURITY

555 WEST CEDAR AVENUE, SUITE C
GLADWIN, MI 48624
(989) 426-6871

REQUEST FOR PROPOSAL

Grant Administrator

Gladwin County Emergency Management is seeking proposals for implementation of a proposed Community Development Block Grant Disaster Recovery (CDBG-DR), Infrastructure Project, if funded by the state. The project for which funds will be requested consists of:

This project would provide the ability to access water supply for fire suppression throughout the county. Outside the cities of Gladwin and Beaverton all fire operations to respond and protect the community are dependent on tanker water supply. High water, low water (drawn down after a flood or severe drought), or a flood receding to normal levels leaving muddy access tankers cannot utilize makes responding to obtain a water supply difficult to impossible.

The 8 sites to install large diameter wells for firefighting operations are strategically placed on paved road with electric infrastructure at their fire stations, township halls or other property. Generators for these wells are also proposed to ensure water access during power failures. They are also placed to allow for multiple access options when road loss occurs due to flooding.

Estimated Project Costs \$1,500,000 (CDBG-DR)

Local Permits \$ 5,000 UGLG's Local funding

1. General Tasks

- a. Establish project files in the UGLG's office and digitally so that file sharing can easily occur between UGLG and MEDC. These files must demonstrate compliance with all applicable state, local, and federal regulations. The project files must be monitored throughout the program to ensure they are complete, and all necessary documentation is being retained in the UGLG's files.
- b. Assist UGLG in meeting Citizen Participation requirements noted in its Citizen Participation Plan. This can include reviewing public hearing notices to ensure compliance.
- c. Assist in collecting and maintaining applicable Section 3 documentation to meet compliance standards
- d. Prepare, receive, and submit signed grant metric reports from the UGLG. These reports include, but are not limited to: Progress Reports, Audit Reports, Job Creation Reports and Milestones.
- e. Prepare and submit the semi-annual HUD 2516 and HUD 4710 reports.
- f. Assist in preparing Grant Amendment documents if necessary. Also, assist the UGLG with developing a public hearing notice, if required. If the project scope changes and the Environmental Review level is affected, review and assist in the preparation of Environmental Review amendment documents or administrative paperwork to SHPO.
- g. Other general tasks as related to program compliance.

Total estimated hours for General Tasks: Hours

2. Financial Management

- a. Prepare Payment Requests at least quarterly in accordance with CDBG's financial management procedures.
- b. Review the UGLG's financial management processes which includes, but is not limited to, cash receipts and disbursements journal and accompanying ledgers, and conforms to generally accepted principles of

municipal accounting. Make progress inspections and certify private and other match investment each time a payment request is issued.

- c. Make progress inspections and certify private and other match investment each time a payment request is issued
- d. Review Change Orders submitted by the UGLG.
- e. Assist UGLG with annual Single Audit Certification completion and submission to MEDC.

Total estimated hours for Financial Management: Hours

3. Procurement

- a. Provide required procurement reports and assist the UGLG in obtaining approvals from MEDC as appropriate.
- b. Collect and File procurement records including selection process, advertisements, reasons for selections, minutes of bid openings, etc.
- c. Collect file contract agreements between UGLG and the Selected Contractor. Collect and file insurance documentation related to the selected contractor.
- d. Provide SAM and HUD Limited Deniability Checks related to selected contractor.
- e. Collect and File Section 3 documentation.

Total estimated hours for Procurement: Hours

4. Davis-Bacon Projects:

- a. Assist project architect or engineer in bid document preparation consistent with state and federal regulations.
- b. Secure the Department of Labor’s federal wage decision and include it in the bid documents.
- c. Review construction contracts to ensure they comply with state and federal regulations. Examples of regulations include the following: Conflict of Interest, Access to Records, Copeland Anti-Kickback Act, Safety Standards, Architectural Barriers, Flood Insurance, Clean Air and Water Act (for contracts over \$100,000), HUD Handbook (6500.3), 24 CFR 85.36, Section 3, Section 109, Title VI, Civil Rights Act, EO 11246 (for contracts over \$10,000), Section 504, etc.
- d. File contractor clearance(s), specific to applicable Lead and Asbestos Abatement.
- e. Check weekly payrolls and complete Payroll Review Worksheet to ensure compliance with federal wage decision(s) with wage and fringe benefit information. Review documents to ensure the following documents are provided, if applicable: Apprentice Compliance, Independent Contractors, Payroll Restitution.
- f. Conduct on-site interviews and compare the results with the appropriate payrolls.
- g. Monitor administrative paperwork to ensure compliance with equal opportunity, labor standards provisions, and Section 3 requirements.

Total estimated hours for Construction and Labor Compliance: Hours

5. Monitoring and Close Out

- a. Attend and Assist UGLG during the MEDC’s monitoring visit(s). Assist with close-out documentation.

Total estimated hours for Monitoring and Close Out: Hours

TOTAL HOURS FOR ALL TASKS: Hours

PART TWO: PROPOSALS

To be considered, proposals must be received by the City prior to **4:00PM** on **30th January 2025**.. The **City** reserves the right to reject any or all proposals. Questions concerning this request should be addressed to **Robert North** at 989-426-6871 or email rnorth@gladwincounty-mi.gov. Proposals can be delivered to Robert North:

- 1. By email at rnorth@gladwincounty-mi.gov

2. In person at Gladwin County, 555 West Cedar Avenue, Gladwin, MI 48624
3. By mail at Gladwin County, 555 West Cedar Avenue, Gladwin, MI 48624

The proposal must include:

1. The proposed fee,
2. The total number of hours for each task,
3. An hourly rate, including fringe benefits plus travel and material costs, if applicable,
4. A brief history of the firm and qualifications of each person in the firm who will be assigned to the project, and
5. A list of UGLGs, contact information for those UGLG references the firm has been under contract with for CDBG-DR administration during the last three calendar years and the type of CDBG-DR project under contract.

The responsible consultant whose proposal will be most advantageous to the UGLG will be selected.

A firm fixed-price contract award will be made in writing to the lowest responsive and responsible bidder.

All federal state and local requirements for such a project must be met.

PART THREE: SELECTION CRITERIA

All responses will be evaluated according to the following criteria and corresponding point system. Proposals will be evaluated based on the written materials. Sufficient information must be included in the proposal to assure the correct number of points is assigned. Incomplete or incorrect information may result in a lower score.

REQUIRED CONSIDERATION

The lowest proposal will receive the maximum points. Other, more expensive proposals will receive reduced points based on the following formula with rounding to the nearest tenth.

Lowest Cost Proposal =

Example:

100 points is the total possible points. (Other point scales may be chosen.)

20% of total possible points are the price consideration. (Greater than 20% may be chosen.)

Proposal 1 is for \$ 27,000

Proposal 2 is for \$ 20,000

Proposal 3 is for \$ 30,000

Step 1: Determine points allocated for price -- $100 \times 20\% = 20$ points

Step 2: Award twenty points to the lowest priced proposal (Proposal 1 is awarded **20 points**)

Step 3: Allocate a proportionally reduced number of points to the higher proposals

Proposal 1 $\frac{20,000}{27,000} \times 20 = \mathbf{14.8}$ points

Proposal 3 $\frac{20,000}{30,000} \times 20 = \mathbf{13.3}$ points

Number of CDBG projects *currently* administered by firm:

Administering no CDBG projects	10 pts.
Administering 1 - 4 CDBG projects	5 pts.
Administering 5 or more CDBG projects	0 pts.

Firm's proximity to project site:

Under 2-hour drive	10 pts.
Within 2.5 – 4.0 hours' drive	5 pts.
4.5 hours or more drive	0 pts.

Number of Years experience administering CDBG projects: Total of 20 points possible

More than 5 years	20 pts.
3 – 5 years	10 pts.
1 – 3 years	5 pts.
Less than 1 year	0 pts

**Reference Responses: Total of 20 points possible
(Please submit a list of references with full contact information)**

Favorable:	20 pts.
Moderate	10 pts.
Poor	0 pts.

Firm is a certified Section 3 Business	5 pts.
Firm is a Minority Business Enterprise	5 pts.
Firm is a Women Business Enterprise	5 pts.
Firm is a Disadvantaged Business Enterprise	5 pts.

TOTAL POINTS

Points