

# **REQUEST FOR PROPOSAL**

## WV Development Office

### **GENERAL INFORMATION**

1. **Purpose:** The West Virginia Development Office (hereinafter referred to as the “Agency”) is soliciting proposals to provide professional project and project management services for the Agency’s Community Development Block Grant Disaster Recovery (CDBG-DR) program as well as the Agency’s standard Community Development Block Grant (CDBG) program.

The Agency will receive proposals from Vendors having specific experience and qualifications in the area identified in this solicitation. For consideration, proposals for this project must contain evidence of the Vendor's experience and abilities in the specified area and other disciplines directly related to the proposed service. Other information required by the Agency may be included elsewhere in this solicitation.

Proposals will be reviewed in relationship to the terms/conditions/specifications below. The bidding method to be used is competitive, with the Agency seeking the best combination of price, experience, and quality of service.

2. By signing and submitting its proposal, the successful Vendor agrees to be bound by all the terms contained in this document and the executed contract once a Vendor is selected.

For the procurement of these services, price is not the sole determining factor and the award will be based on a combination of cost and technical factors (Best Value) including, but not limited to, quality and completeness of proposed plan, understanding of the project, ability to provide services, personnel/equipment/financial resources available, and record of past performance. Through its proposal, the Vendor offers a solution to the objectives, problem, or need specified in the document, and defines how it intends to meet (or exceed) the stated requirements.

3. The Agency anticipates awarding a contract for services as expeditiously as possible, in November/December 2016, with a duration of approximately one (1) year, with the option to extend one additional year for a total of two (2) years. The contract may be renewed at the discretion of the Agency upon written notice to the Contractor at least 30 days prior to the contract ending date for a period of up to one (1) year under the same prices, terms, and conditions as in the original contract.

4. **Schedule of Events:**

Proposal Submission Deadline: **5:00 PM EST, November 11, 2016**

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### **TERMS/CONDITIONS/SPECIFICATIONS:**

- 1) General Statement:
  - a) The Agency requests proposals for Project Management Services for the Agency.
  
- 2) Specifically, the Agency requests the following services to be provided:
  - a) Adherence to U.S. Department of Housing and Urban Development (HUD) Regulations and Program Requirements
    - i. Review and understand traditional CDBG program compliance issues, the Community Development Act of 1974 as applicable and 24 CFR Part 570 which represent the appropriation of federal Community Development Block Grant dollars; the myriad of waivers, action plan amendments and HUD's guidance on these dollars; as well as applicable state laws and regulations.
    - ii. Understand the requirements under 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards as applicable.
    - iii. Understand the provisions of the Fair Housing Act, 24 CFR Part 35, 24 CFR Part 58, 24 CFR Part 135 and other applicable regulations, including the requirements related to fair housing, nondiscrimination, labor standards and the environment.
    - iv. Understand all requirements and regulations identified in the Federal Register Notice issued by HUD regarding the use of CDBG-DR funds.
    - v. Ensure compliance with all applicable requirements.
  
- 3) Assist the Agency in development of a comprehensive CDBG-DR Action Plan according to the requirements outlined in the HUD Federal Register Notice describing the needs, strategies, and projected uses of the Disaster Recovery funds. This plan will also determine and guide how any additional CDBG-DR funding related to the current disaster would be utilized.
  
- 4) Assess the capabilities of prospective subrecipients, prior to distribution of CDBG or CDBG-DR funding, to ensure their ability to meet national objectives. Perform steps to identify specific, logical connections to a national objective for each activity, including steps to verify the eligibility of proposed activities as well as steps to evaluate a prospective subrecipient's overall organizational capacity.
  
- 5) Prepare a unique written agreement for each subrecipient that is a concise statement of the relationship and the conditions under which funds are provided. Each

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agreement will include a description of the work to be performed, a schedule for completing the work and a budget. These items shall be written in sufficient detail to provide a sound basis for the grantee to effectively monitor performance under the agreement. It will include: applicable federal and state regulations; a statement of the intent of the grant; key information and general provisions; scope of work; program requirements; performance indicators and benchmarks; oversight and performance monitoring; suspension and termination clauses; documentation for pre-award and post-award actions such as payment; procurement standards; subcontract standards, documentation and end-of-award activities; closeouts; audit requirements; and continuing responsibilities. Each agreement will specify the particular records the subrecipient must maintain and the particular reports the subrecipient must submit in order to assist the grantee in meeting its recordkeeping and reporting requirements.

- 6) Conduct periodic training for subrecipients on compliance issues including national CDBG and CDBG-DR programs and local administrative practices.
- 7) Ensure that all subrecipients comply with all regulations governing their administrative, financial and programmatic operations and achieve their performance objectives on schedule and within budget.
- 8) Provide support of the Agency's CDBG and CDBG-DR program oversight, management, and compliance monitoring process and system that involves an ongoing process of planning, implementation, communication and follow-up. The objectives for programmatic/contractual oversight and monitoring will be:
  - a) To determine if a subrecipient is carrying out its program as described in its subrecipient agreement.
  - b) To determine if a subrecipient is carrying out its scope of work in a timely manner.
  - c) To determine if a subrecipient is conducting the project with adequate control over program and financial performance and in a way that minimizes the opportunity for fraud, waste and abuse.
  - d) To assess if a subrecipient has a continuing capacity to carry out the approved project.
  - e) To identify problem areas and assist a subrecipient in complying with the program requirements.
  - f) To provide adequate follow-up measures in the form of Quality Improvement Plans and Corrective Actions to ensure that performance and compliance deficiencies are corrected and not repeated

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- 9) Report any identified or suspected instances of non-compliance with applicable laws, rules and policies to the Agency.
- 10) Ensure subrecipients comply with the requirements of the Secretary of Labor in accordance with the Davis-Bacon Act, Work Hours and Safety Standards Act, the Copeland "Anti-Kickback" Act, Fair Housing and Equal Opportunity Standards and all other applicable federal, state and local laws and regulations pertaining to labor standards insofar as those acts apply to the performance of this contract.
- 11) Assist in oversight of the distribution of funds including documentation compliance. Work with Agency fiscal division to determine documentation that must accompany requests for payment. Assist in review for completeness, compliance and accuracy of all pay request documents.
- 12) Document Control and Management
  - a) Provide sufficient, appropriate document control and management to meet the financial and documentation requirements for CDBG and CDBG-DR grants. At a minimum, the following records would be required from each grant:
    - i. Records providing full description of each activity
    - ii. Records verifying that activity meets nation's and grant objectives
    - iii. Records related to demonstrating eligibility of activities
    - iv. Records required to document activity related to real property
    - v. Records documenting compliance with the fair housing and equal opportunity requirements
    - vi. Financial records and reports required by the program
    - vii. Performance reports required by the program
    - viii. Records supporting any specific requirements of the grant
- 13) Program Development and Support
  - a) Monitor performance of each grant using the reporting and performance benchmarks that are established.
- 14) Policy Development and Review
  - a) Develop and monitor required policies and procedures for each grant as needed.
- 15) Support of Program and Financial Compliance Requirements
  - a) Assist the Agency in support of program and financial compliance requirements. Identify applicable compliance requirements, and as requested,

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provide resources to work within programmatic and financial compliance areas and processes.

### 16) Communications

- a) Provide accurate, timely information to appropriate individuals, departments and agencies.

### 17) Internal Communication

- a) Monitor certain key indicators at the request of the Agency:
  - i. Status by grant, including monitoring of the budget, schedule and performance metrics
  - ii. Issues impacting each grant, including reported problems, lagging performance, communication issues, etc., and the actions being taken to resolve them
  - iii. Identification of risks associated with each grant and the actions being taken to mitigate, avoid or reduce them
  - iv. Deliverables completed to date and those scheduled for completion
  - v. Resources available to deliver services, including staff and structure, technology and budget; identify constraints affecting delivery and institute corrective action
- b) Informal communication with the agency will be frequent and will also include telephone calls and emails.

### 18) External Communication

- a) Provide information for the Agency to utilize in external communication to subrecipients as well as other pertinent parties. Provide the Agency with current status reports on a regular basis.
- b) Assist the Agency in support of external communications to include design and publish packets, reports and presentations for legislative and congressional constituents. Assist in planning, publicizing and delivering news releases and conferences and provide web content for the Agency website.

### 19) Support of Monitoring Plans and Execution

- a) Ensure that all stakeholders, including the program manager, are aware of and compliant with any regulatory requirements associated with CDBG and CDBG-DR funds. Monitor the action and communication plans associated with each grant to ensure that all key performance indicators are being properly monitored and that issues are addressed quickly and resolved effectively.
- b) Work with Agency Compliance Unit to ensure proper monitoring of subrecipients administratively, programmatically and financially for CDBG and CDBG-DR grants.

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- c) Ensure timely submission of required reporting including financial reports, performance reports, resolution of findings, resolution of recommended changes, implementation of policies and resolution of issues affecting performance.
- d) As requested by the Agency, conduct desk reviews of the documentation supporting the program reports for accuracy and compliance. Develop compliance checklist and other tools for Compliance Unit and program managers to assist with the compliance and oversight required by the programs.
- e) Ensure proper documentation at all levels, both at the Agency level and subrecipient level, for proper dissemination of information as well as proper record keeping.

### **20) Support of Program Operations, as required**

- a) Provide any operational support as requested by the Agency, including full project management, policy development or other support and consulting roles. Provide resources to quickly and effectively provide operational and managerial services at all levels of the programs to the Agency.

### **21) Program Management Team Support**

- a) As requested by the Agency, provide additional resources to any Compliance Unit or program team member or program grant to appropriately and timely respond to program management needs.

### **22) IT Oversight and System Development**

- a) Perform comprehensive monitoring of all existing systems, connections and automated processes currently deployed amongst the grant programs. Provide IT developers to respond timely to development needs of the existing systems as well as any systems previously implemented. Work with Agency database developer to help implement an efficient and effective database, and make improvements to current data tracking processes.

### **23) Training/Outreach Support**

- a) Train and develop Agency Compliance Unit and program team members to meet performance objectives and ensure adherence to all applicable regulations and requirements. When major changes in program policy or requirements occur, prepare the necessary training materials and program to effectively communicate the changes.

### **24) Change Control**

- a) Maintain and monitor the established change management process that contributes to the achievement of a project's objectives. Assist the agency in

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implementing change effectively to maximize staff and project capability. Modify the process, as needed, communicating and documenting the process. Ensure that any changes are properly researched and evaluated.

### **25) Environmental Review Process**

- a) Ensure that each program being funded complied with 24 CFR Part 58, Environmental Review Procedures for Entities Assuming HUD Environmental Responsibilities (see specifically 24 CFR 58.18). In addition to outlining required procedures for assessing the environmental viability of the proposed action, Part 58 specifies procedures that must be followed in releasing HUD funds to project sponsors (see Subpart H of Part 58). Part 58 also requires that the actions of project sponsors during project implementation are monitored and the environmental requirements on which the grant of HUD funds is conditioned (24 CFR 58.18(a)(1) is enforced.
- b) Prepare general guidance for project sponsors that (1) list the basic elements of an environmental assessment, (2) address common misconceptions about the environmental review process, and (3) list sources of critical information.
- c) Evaluation of each environmental review package will include the following basic steps:
  - i. Initial review of the package to assess its completeness and to identify significant environmental issues
  - ii. Preparation of initial written comments on components of the environmental review that must be added or strengthened
  - iii. Inspection of the proposed site and its surroundings to check the accuracy of the environmental review
  - iv. Preparation of additional written comments on any inaccuracies identified during the site inspections
  - v. Review of the environmental review package as revised by the project sponsor
  - vi. Preparation of suggested “conditions of approval” to be added to the final environmental assessment prior to approval by the Agency to ensure all information shared during review process
  - vii. Performance of lead-based paint identification, remediation, and inspection activities as needed for covered structures

### **26) Oversight of Subrecipient Contracts**

- a) Assist the Agency in ensuring that the subrecipients comply with all regulations governing their administrative, financial and programmatic operations; and that the subrecipients achieve their performance objectives on schedule and within budget.
- b) Review and ensure compliance with state and federal procurement statutes and regulations specifically with regards to CDBG and CDBG-DR funding.

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- c) Ensure appropriate permitting for environmental (including lead-based paint and floodplain), drainage, storm water pollution prevention plan, building and other necessary permits has been acquired; plans comply with latest applicable international building code; mitigation elements notes in environmental assessments are included in construction; and the construction bid documents are organized in a manner consistent with all state and federal applicable requirements for bidding and construction. Below is a list of standard services that would be provided during the bid and award phases for each workforce housing project to ensure compliance:
    - i. Document publication of advertisement for construction bid for each project.
    - ii. Attend pre-bid conferences for each project.
    - iii. Work with the design consultant to track bid addenda.
    - iv. Provide oversight and direction for any pre-qualified of contractors/suppliers for alternative delivery approaches for construction.
    - v. Attend bid openings.
    - vi. Review all bid tabulation and evaluation documentation of bid from subrecipient developer and designer.
    - vii. Review and provide recommendation to Agency for award of contract.
- 27) Ensure a project inspector participates in the bid ready document review process along with required reviews of plans and specifications where applicable, these responsibilities carrying over to the construction phase services. The inspector would collect all appropriate information and record documents to meet the standards set forth by CDBG/CDBG-DR and the Agency at the onset of every project. This includes the review and submittal of recommendations for approval of CDBG and CDBG-DR funding requests if needed.
- a) Perform the following inspection services during installation of housing:
    - i. Attend pre-construction and project start.
    - ii. Provide assurance that all appropriate bonding and insurance are in place.
    - iii. Review and provide recommendation for approval of monthly CDBG and CDBG-DR requests for funding reimbursements. This would include associated contractors pay requests.
    - iv. Monitor and collect documentation to support Davis-Bacon Act requirements.
    - v. Assist in review and submittal of properly completed and compliant CDBG/CDBG-DR funding requests to the Agency Fiscal Division.
    - vi. Track construction expenditure of CDBG and CDBG-DR funds.
    - vii. Review all construction change orders for compliance.



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- viii. Perform periodic site observations on a routine basis to validate and track work progress.
- ix. Attend site walk-through for substantial completion and closeout of projects.
- x. Review project list for closeout operations.
- xi. Review design consultant record drawings and documents for conformity at closeout.
- xii. Maintain proper files for all project documents for each assigned projects as per Agency procedures and federal compliance requirements.

28) Coordinate with the Agency to identify the critical performance benchmarks for each project so progress can be tracked, communicated and assessed at any time. Ensure all project information is available at all times in one comprehensive, user-friendly electronic environment. Financial information will include:

- a) The overall status of the subrecipients, CDBG or CDBG-DR funds, showing cumulative amounts for funds approved to date; program income received to date; actual disbursements to date; funds on hand at time of request, and requests previously submitted but not disbursed.
- b) For each activity or budget category, the budgeted amount, the CDBG or CDBG-DR funds drawn to date, the grant funds expended to date, and the current request for payment. Source documentation will be requested to support the expenditures claimed by subrecipients. From this information, determine the subrecipients' rates of spending in their various activity areas or budget categories and whether they are using their program income in a timely fashion and drawing down appropriate amounts of grant funds.

29) Provide training and user guides to subrecipients as needed for completion of records, and accurate reporting.

30) Eligibility Verification

- a) Ensure that applicants (and tenants) participating in a covered program meet stated eligibility requirements for the respective program. Ensure applicant files are complete and maintained in the Agency document control and management system. Perform reviews of appropriate supporting documentation and perform site visits, as necessary. Ensure applicant are compliant with Stafford Act requirements and Area Median Income (AMI) restrictions.

31) Engineering and Construction Management

- a) Provide survey, engineering and construction oversight for flood zone determinations, elevation certificates, construction inspections for loan

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approval and disbursement and inspections for building code compliance and HUD quality standards.

### **32) Property Management Operations**

- a) Implement all program property and tenant policies, including communications and receipt of records from applicants; coordinate on-site inspections to confirm HUD Quality Standards; assist subrecipients with tenant income verification, occupancy and leasing questions; provide support for monitoring and reporting; and manage continued landlord and tenant requirements with program obligations throughout the term of affordability including the resolution of default issues.

### **33) Oversight of Overall Program**

- a) Provide project management for CDBG and disaster recovery programs as needed by the Agency.
- b) Coordinate the efforts of monitoring compliance over environmental, construction, financial and HUD regulations.
- c) Establish project performance benchmarks and updated budget comparisons to measure progress and compliance with critical objectives in mind. Critical stages will be identified and a monitoring checkpoint established to ensure follow up. Communication plan will be developed to match the program's objectives and will include a formal structure for regular reporting, performance milestones, project-wide meetings and policies on information for the community and press.
- d) Assist the Agency in the preparation of, and then disseminate, policy memoranda related to program requirements and implementation.

### **34) Reporting**

- a) Provide status reports on a regular basis to keep the Agency informed of a project progress. As requested, meet with the Agency to discuss the status of the project, applicant concerns, and any other issues that may have arisen during the administration of the program. Provide the Agency with project progress reports on demand, as well as access to the project management system, that the project can be monitored. Report information will include project activity deemed critical by the Agency.
- b) In addition to keeping the Agency informed of the progress with each project, compile and review information necessary to prepare reports required under HUD regulations.

### **35) Closeout**

- a) Ensure that all closeout forms are completed as required. Ensure that 2 CFR 200 compliant procedures are followed with documents and reports

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maintained and provided in order to satisfy HUD and other federal audit requirements, resulting in an audit-ready financial report of all activities of the grantee and subrecipient, including electronic copies of all supporting documents.

### 36) Transition

- a) It is the intent of the Agency that during this one year Contract, the Contractor will develop and reduce to writing, in consultation with the Agency, a plan to transition the activities covered under this Contract to the Agency to the extent possible. This transition plan should create the processes and procedures required to responsibly transition project management oversight, document control and maintenance; monitoring and regulatory compliance, and eligibility verification to the Agency. During the term of the Contract, the Contactor shall place emphasis on closing out projects and programs in accordance with federal and state guidelines. The Contractor shall provide whatever personnel and resources are required to accomplish the goals set forth for CDBG and CDBG-DR programs.

## VENDOR PROPOSAL

1. **Economy of Preparation:** Proposals should be prepared simply and economically, providing a straightforward, concise description of the Vendor's abilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of the content.
2. **Incurring Cost:** Neither the State nor any of its employees or officers shall be held liable for any expenses incurred by any Vendor responding to this RFP, including but not limited to preparation, delivery, or travel.
3. **Proposal Format:** Vendors should provide responses in the format listed below:

**Title Page:** State the RFP subject, Vendor's name, business address, telephone number, fax number, name of contact person, e-mail address, and Vendor signature and date.

**Attachment A:** Within an attached response sheet, provide the following: firm and staff qualifications and experience in completing similar projects; references; copies of any staff certifications or degrees applicable to this project; proposed staffing plan; descriptions of past projects completed detailing the location of the project,

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project manager name and contact information, type of project, and what the project goals and objectives were and how they were met.

Also, describe the approach and methodology proposed for this project.

**Pricing:** Total cost per hour, per position and the estimated hours needed for the engagement. This cost should include all overhead expenses including any related travel. All other fees and costs associated with the project should be included. Pricing must adhere to Government Service Administration (GSA) regulations and requirements. The Agency is requesting proposals for a firm fixed price contract for services.

#### 4. **Proposal Submission:**

All proposals must be submitted to the Agency **on or before** the submittal date stipulated in the RFP.

Bids must be submitted electronically through email, to the email address listed below. Any bid received by the Agency is considered to be in the possession of the Agency and will not be returned for any reason.

Emailed submissions should be sent to: [Mary.Jo.Thompson@wv.gov](mailto:Mary.Jo.Thompson@wv.gov)

#### ADDITIONAL INSTRUCTIONS

1. **Vendor Questions:** Vendors may submit questions relating to this Solicitation to the Agency. Questions must be submitted in writing. All questions must be submitted before the proposal submittal date specified in the RFP. A written response will be provided in an addendum if a response is possible and appropriate. Non-written discussions, conversations, or questions and answers regarding this Solicitation are preliminary in nature and are nonbinding.

Any verbal communication between the Vendor and any State personnel is not binding. Only information issued in writing and added to the Solicitation by an official written addendum by the Agency is binding.

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Changes or revisions to this Solicitation will be made by an official written addendum issued by the Agency. Vendor should acknowledge receipt of all addenda issued with this Solicitation. Failure to acknowledge addenda may result in bid disqualification.

2. **Registration:** Prior to Contract award, the apparent successful Vendor must be properly registered with the West Virginia Purchasing Division (if not already registered) and must have paid the \$125 fee, if applicable.
3. **Waiver of Minor Irregularities:** The state reserves the right to waive minor irregularities in bids or specifications in accordance with West Virginia Code of State Rules § 148-1-4.6.
4. **Non-Responsible:** The State reserves the right to reject the bid of any vendor as Non-Responsible in accordance with W. Va. Code of State Rules § 148-1-5.3, when the Director determines that the Vendor submitting the bid does not have the capability to fully perform, or lacks the integrity and reliability to assure good-faith performance.
5. **Exceptions and Clarifications:** The Solicitation contains the specifications that shall form the basis of a contractual agreement. Vendor shall clearly mark any exceptions, clarifications, or other proposed modifications in its bid. Exceptions to, clarifications of, or modifications of a requirement or term and condition of the Solicitation may result in bid disqualification.
6. **Acceptance/Rejection:** The State may accept or reject any bid in whole or in part in accordance with W. Va. Code of State Rules § 148-1-4.5. and § 148-1-6.4.b.
7. **Your submission is a public document:** Vendor's entire response to the Solicitation and the resulting Contract are public documents. As public documents, they will be disclosed to the public following the bid/proposal opening or award of the contract, as required by the competitive bidding laws of West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., and 5G-1-1 et seq. and the Freedom of Information Act West Virginia Code §§ 29B-1-1 et seq.

DO NOT SUBMIT MATERIAL YOU CONSIDER TO BE CONFIDENTIAL, A TRADE SECRET, OR OTHERWISE NOT SUBJECT TO PUBLIC DISCLOSURE.

8. **Debarment:** By submitting a proposal, the Vendor certifies that it is not currently debarred from submitting proposals for contracts issued by any political subdivision or agency of the State of West Virginia or the Federal government.

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By signing below, I certify that I have reviewed this Request for Proposal in its entirety; understand the requirements, terms and conditions, and other information contained herein; that I am submitting this proposal for review and consideration; that I am authorized by the Vendor to execute this bid or any documents related thereto on Vendor's behalf; that I am authorized to bind the Vendor in a contractual relationship; and that, to the best of my knowledge, the Vendor has properly registered with any State agency that may require registration.

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(Company)

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(Representative Name, Title)

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(Contact Phone/Fax Number)

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(Date)