



**Request for Proposal (RFP)
City of Oconto Falls**

WI DOA NEIGHBORHOOD INVESTMENT GRANT

**Requests for Proposal (RFP) for Grant
Management Service**

RFP due date is November 14, 2022 12:00pm

PROPOSAL INSTRUCTIONS

Proposal Requirements: Respondents shall send two (2) sets of SEALED proposals: one with original signatures and one copy. The proposal shall be sealed and information must appear on the lower left-hand corner of the envelope:

RFP for professional services for City of Oconto Falls Fire Station. Grant Management Services for City of Oconto Falls, Wisconsin and mailed or hand delivered to the address below by the closing date specified. A facsimile or email transmission is not an acceptable response to this RFP Process and will not be considered.

City of Oconto Falls
Attn: Peter Wills, Administrator
500 North Chestnut Ave.
Oconto Falls, WI. 54154

Sealed Proposals Required: All proposals must be sealed when returned to City of Oconto Falls. All proposals must be received by the City of Oconto Falls Administrator no later than 12:00 PM, November 14, 2022 to the address above.

Public Bid Opening: RESPONSES WILL BE received and publicly acknowledged at the Oconto Falls Council Meeting, Located at the City Municipal Building, at 500 North Chestnut Ave., Oconto Falls, WI. 54154 at 7:00 PM November 15, 2022. Respondents, their representatives and interested persons may be present; only the names of the vendors who submitted a response will be read aloud – all information will remain confidential until a contract is awarded; if any.

Late Proposals: Any responses received after the date and/or hour set for in this RFP document will not be accepted and returned to the late Respondent unopened.

Mail & Delivery of Proposal: If responses are sent by mail to the City Administrator, the Respondent shall be responsible for actual delivery of the RFP to the City Administrator before the advertised due date and time. If mail is delayed either in the postal service or in the internal mail system of the City of Oconto Falls beyond the date and hour set for the RFP opening, responses thus delayed will not be considered and will be returned to Respondent unopened.

Questions-Contact Information: Respondents are encouraged to review this entire Request for Proposal Document (RFP). All questions regarding this RFP must be in writing and sent to Peter Wills by email at admin@ci.ocontofalls.wi.us

TERMS & CONDITIONS

Late Proposals:

The City of Oconto Falls will not accept late proposals. Each Respondent is responsible for ensuring that responses to this RFP have been delivered by the date, time and to the location as specified in this Request for Proposal Document. The receipt of the responses submitted will be acknowledged as received only, and does not constitute any acceptance on behalf of the City of Oconto Falls.

Contracting Authority:

Only the Mayor of the City of Oconto Falls, Wisconsin may enter into any type of agreement or contract on behalf of the City of Oconto Falls and only after approval by the City Council. Department heads, other elected or appointed officials, are not authorized to enter into any type of agreement or contract on behalf of the City of Oconto Falls, or to agree to any type of supplemental agreements or contracts for goods or services. Contracts are subject to review by the City's attorney prior to approval by the City Council.

Disadvantages Business Enterprise (DBE):

The City of Oconto Falls is wholly committed to developing, establishing, maintaining, and enhancing minority business involvement in the total procurement process. The City, its contractors, their suppliers and subcontractors, vendors of goods, equipment, services, and professional services, shall not discriminate on the basis of race, color, religion, national origin, age, handicap, or sex in the award and/or performance of contracts. However, competition and quality of work remain the ultimate standards in contractor, subcontractor, vendor service, professional service, and supplier utilization. Small and minority businesses, and women's business enterprises are encouraged to participate in this RFP.

Cost of Preparation:

Costs of preparation of a response to this request are solely those of the Respondent including but not limited to any expenses incurred for interviews, presentations or negotiations.

Confidentiality during Evaluation Process:

All documents submitted as part of the Respondent's offering will be deemed confidential during the evaluation process.

Rejection of Responses:

The City of Oconto Falls reserves the right to accept or reject any or all proposals, with or without cause, to waive technicalities, or to accept the proposal which, in its sole judgment, best serves the interest of the City, or to award a contract to the next most qualified Respondent if a successful Respondent does not execute a contract within 15 business days after approval of the selection by the Oconto Falls City Council.

Ethics-Gratuities:

The City of Oconto Falls may, by written notice to the Awarded Respondent, cancel any contract without liability to Awarded Respondent if it is determined by the City of Oconto Falls that gratuities, in the form of entertainment, gifts, or otherwise, were offered or given by the Respondent, or any agent or representative of the Respondent, to any elected official or employee of the City of Oconto Falls with a view toward securing a contract or securing favorable treatment with respect to the awarding or amending, or the making of any determinations with respect to the performing of such a contract. In the event this contract is canceled pursuant to this provision, the City of Oconto Falls shall be entitled, in addition to any other rights and remedies, to recover or withhold the amount of the cost incurred by Awarded Respondent in providing such gratuities.

Compliance with RFP Terms:

Respondents are cautioned that exceptions to these terms, conditions, and attachments may result in rejection. Any awarded respondent will be expected to execute a contract separate from this document but includes this document as part of the contract.

Confidentiality:

Any material that is to be considered confidential in nature must be clearly marked as such and may be treated as confidential to the extent allowable in the State of Wisconsin Public Information Act. Pricing information is not considered to be confidential. Trade secrets or confidential information MUST be placed in a separate envelope marked "CONFIDENTIAL INFORMATION" and EACH PAGE must be marked "CONFIDENTIAL INFORMATION". Please be advised that the City of Oconto Falls cannot and will not make any agreement to withhold information from the public that is contrary to the City's responsibility under the Act.

Non-responsive / Proposal Rejections:

Proposals may be deemed non-responsive, among other reasons, for any of the following reasons:

1. Proposals containing inconsistencies
2. Unbalanced value of terms
3. Respondents may be disqualified and not considered, among other reasons, for any of the following specific reasons:
 - Reason for believing collusion exists among the Respondents.
 - Reasonable grounds for believing that any Respondent is interested in more than one submission for the work contemplated.
 - The Respondent being interested in any litigation against the city.
 - The Respondent in arrears on any existing contract or having defaulted on a previous contract.
 - Lack of competency as revealed by a financial statement, experience.
 - Respondents shall not owe delinquent property tax or occupation tax in the City of Oconto Falls.
 - Respondent past performance record with City of Oconto Falls.
 - Limited competition.

PROPOSED SCHEDULE

This is a proposed schedule; the City of Oconto Falls reserves the right to change or extend the dates listed below at any time:

- RFP Issue Date October 12, 2022
- RFP Proposal Deadline November 14, 2022 by 12:00 PM
- RFP Evaluation November 14, 2022
- Recommendation to City Council November 15, 2022
- Anticipated Start Date December 1, 2022

SCOPE OF SERVICE

The City of Oconto Falls is seeking proposals from competent service provider(s) to assist the City in the overall management of its Wisconsin Department of Administration (DOA) Neighborhood Investment Grant Program, American Rescue Plan Act of 2021 activities, funded through the United States Department of Treasury. Awarded Respondent will work with City staff and City attorney for RFP-bid preparation and scoring, contract preparation, and project management; programmatic and financial monitoring of any subrecipient allocations for funding, project management along with Management and Administration of the grant. Awarded Respondent will assist the City of Oconto Falls and/or grant recipients in completion of all projects.

An estimated value of the project is \$7,000,000.00 over a 2-year period.

Any awarded Respondent shall be tasked with the following:

- 1) Comprehensive administration and compliance of the program in compliance with the U. S. Department of Treasury Compliance and Guidance for State and Local Fiscal Recovery Funds and Title 2 Part 200 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards;
- 2) Research, develop and prepare grant applications and/or other public assistance documents as needed;
- 3) Collaborate with the City of Oconto Falls on project formulation; information gathering, and project development eligibility within Treasury's Interim Final Rule and any subsequent final rule;
- 4) Develop program guidelines, policies, procedures, implementation plans or other pertinent documents;
- 5) Ensure that proper internal controls are developed and implemented for prevention of fraud and abuse;
- 6) Review and assist with processing payment requests, determining allowable costs, compliance with federal regulations with scope of review and assistance to be set by the City;
- 7) Assist with and or present public hearings in conjunction with City of Oconto Falls;
- 8) Attend meetings in conjunction with and on behalf of the City of Oconto Falls;

Continued-Any awarded Respondent shall be tasked with the following:

- 9) Assist in responding to Requests for Information from the United States Department of Treasury or another federal-state agency;
- 10) Provide at a minimum monthly project status reports and cash management reports showing the projected schedule for reimbursement requests and the actual status of the reimbursements received;
- 11) Provide and prepare public procurement documentation and any additional procurement assistance, including but not limited to preparing and writing requests for qualification, request for proposals, or other applicable procurement processes for identified projects that align with the grant in compliance with Federal and State Law;
- 12) Enter expenses and request reimbursement in the grant portal; and monitor the comptroller website for the release of funds;
- 13) Review, advise and assist on the management of the closeout process;
- 14) Coordinate with the City's financial officer and staff on project-specific cost accounting and tracking;
- 15) Assist with any and all audit services and resolve any requests for information, justification, audit findings, and eligibility appeals;
- 16) Provide post-award grants administration.

SPECIAL CONDITIONS

State and federally funded grants and contracts are subject to a variety of required statutes, regulations, and contract and procurement clauses. It is the responsibility of the Respondent to be aware of and comply with those requirements. The list below is not exhaustive, and other provisions may apply based on the type of work being performed and the dollar amount of the contract. Wisconsin Department of Administration (DOA) Neighborhood Investment Grant Program, American Rescue Plan Act of 2021 activities, funded through the United States Department of Treasury. Compliance requirement for the WI Department of Administration Grant can be obtained at https://home.treasury.gov/system/files/136/SLFRF-Final_Rule-FAQ.pdf

Department of Administration Implementation Handbook and Handbook chapter attachments on the Bureau of Community Development website at <https://doa.wi.gov/Pages/LocalGovtsGrants/DepartmentofAdministrationimpementationhandbook.Asp>

The provisions below are common to many covered grants and contracts:

a) Labor and Employment Laws and Regulations

A variety of construction and non-construction labor and employment laws and regulations are required as a condition of City's Federal funding. These are assembled at 2 C.F.R. § 200.327 and 2 C.F.R. Part 200, Appendix II, and include provisions related to Equal Employment Opportunity, Prevailing Wages, Anti-Kickback provisions, Overtime and Work Safety requirements, and a variety of whistleblower protections. The Davis-Bacon Act does not apply to this grant unless combined other federal funding that is subject to the Davis-Bacon Act.

CONTINUED - SPECIAL CONDITIONS

b) Rights to Inventions Made Under a Grant or Contract

If a contract awarded by the City it may result in the creation of protectable intellectual property, including a patentable invention, copyrighted material, trade secret or technical data, or any other invention or discovery, the requirements of 37 CFR § 401 may apply.

c) Environmental Regulations

Contracts over \$150,000 require the contractor to comply with Clean Air Act and Federal Water Pollution Control Act. Specific provisions and requirements are set forth in 2 C.F.R. Part 200, Appendix II.

d) Contracting with Suspended or Debarred Persons or Entities

City shall not enter into any agreement with any person or entity subject to Federal Debarment or suspension, nor consent to a subcontract with any such person or entity. A list of all such persons or entities can be found at www.sam.gov.

PROPOSAL SUBMISSION REQUIREMENTS

Proposal Components: To achieve a uniform review process and to obtain a maximum degree of comparability, the City of Oconto Falls requires that proposals be submitted with an original proposal and two (2) copies. The proposals should contain a Table of Contents and be divided into the six (6) sections below:

All proposals must include the following components:

<u>Section</u>	<u>Topic</u>
1	Firm Profile
2	Executive Summary
3	Project Services, Related Experience, and References
4	Cost Proposal
5	RFP Compliance/Required Forms

Submittal Components:

1. Firm Profile Section: This section should include:

The Cover Letter:

- A brief statement of the firm's understanding of the project
- The name, title, phone number, fax number, email address, and street address of the person in the firm's organization who will respond to questions about the submittal
- Highlights of the firm's qualifications and ability to perform the project services

The Firm Information:

- The firm's name, email address, business address, phone number and fax number
- Types of services and products offered
- Number of years in business
- Information on pending or past litigation the firm has been involved in
- Number of employees
- The location of the offices that would provide the project services
- A brief statement of the firms' background, demonstrating longevity and financial stability

2. **Executive Summary Section:** This section should introduce key personnel that will work on Grant Management Services for the City of Oconto Falls. Only submit resumes that will actually be assigned to work with the city. Include a brief resume for each team member that includes:
 - History and specific experience in applying for and managing federally and/or State funded local public works projects;
 - Include a description for each assigned personnel that demonstrates capabilities in project services, and experience with government entities and grant programs;
 - Education and professional license information
 - Outline their specific areas of responsibility (administration, design, inspection, financial, management, labor standards, environmental review, etc.) and team leaders.

3. **Project Services and Related Experience:** In this section, describe the respondent's expertise with the methods necessary to perform the management services requested in this document:
 - Include any recent experience in applying for and managing federally funded local public works projects and public service projects;
 - Demonstrate successful experience in coordinating with Federal, State and Local emergency agencies, citing the disaster event such as COVID, project scope of the engagement and funding outcomes for the affected local government;
 - References and contact information of recent work relevant to Grant Management Services as requested in this RFP. Minimum of three (3) relevant references.

4. **Cost Proposal** – Please provide your cost proposal to accomplish the scope of work. Please submit hourly rates for each job classification required to perform the scope of work based on the current estimate. Include any and all services fees that may be associated with these Grant Management Services for the City of Oconto Falls. Responded can present % of grant award, but must also include hourly rates.

5. **RFP Instruction Compliance/Required Forms:** Complete, execute and submit all forms as required. Copies of Licensures, SAMS Debarment, copies of insurance coverage, if applicable.

All forms must be completed including:

- Vendor Reference Form – Attachment (A)
- Certification of Eligibility – Attachment (B)

EVAULATION PROCESS

After public opening of submissions, an evaluation committee will score and rank the returns based on the criteria listed below. After a short list has been determined, the committee may request information, clarifications, presentations or interview some, or all of the top ranked Respondents. The evaluation committee will determine the best value offer based on the submitted proposals and will begin contract negotiations. The City of Oconto Falls reserves the right at its sole discretion to determine if pursuing any contract negotiations is in the best interest of the City as a result of this RFP.

EVALUATION CRITERIA

Respondents will be scored using the valuation table below as requested in proposal submission requirements section of this RFP.

<u>Criteria</u>	<u>Points</u>
Firm Profile	0
Executive Summary	20
Project Services, Related	30
Experience, and References Cost Proposal	50
<u>RFP Compliance/Required Forms</u>	<u>Disqualified if Not Completed</u>

Total Maximum Allowable Points = 100

Required Forms to Be Submitted with RFP

- Vendor References
- Certification of Eligibility
- Copies of Licensures
- SAMS Debarment
- Copies of Insurance coverage, If applicable

VENDOR REFERENCES

Attachment (A)

Please list three (3) references of current customers who can verify the quality of service your company provides. The city prefers customers of similar size and scope of work to this Bid. THIS FORM MUST BE RETURNED WITH YOUR BID.

Reference 1

Company Name	
Address	
City/State	
Phone	
Contact	
Scope of Work	

Reference 2

Company Name	
Address	
City/State	
Phone	
Contact	
Scope of Work	

Reference 3

Company Name	
Address	
City/State	
Phone	
Contact	
Scope of Work	

CERTIFICATION OF ELIGIBILITY

Attachment (B)

By submitting an RFP in response to this solicitation, the Respondent certifies that at the time of submission, they are not on the Federal Government’s list of suspended, ineligible, or debarred entities. In the event of placement on list between the time of RFP submission and time of award, the Respondent will notify the City of Oconto Falls in writing. Failure to do so may result in termination of contract for default.

Signature: _____ **Date:** _____

Print Name: _____

The following information must appear on the lower left-hand corner of the envelope:
RFP for professional services for City of Oconto Falls Fire Station
Proposals must be addressed to:

City of Oconto Falls
Attn: Peter Wills, Administrator
500 North Chestnut Ave.
Oconto Falls, WI. 54154

RFP questions can be emailed to
admin@ci.ocontofalls.wi.us

All qualifications must be received by mail to the above address.
no later than Monday November 14, 2022 at 12:00 PM.
Hand carried proposals may be delivered to the above address ONLY between the
hours of 8:00 AM and 4:30 PM Monday thru Friday, excluding holidays.