**Alabama Department of Economic and Community Affairs (ADECA)**

**Community and Economic Development Division**

**Request for Proposals (RFP)**

**for Grant Management Consultant Services for**

**Community Development Block Grant - Disaster Recovery Grant Program**

Para obtener una traducción al español de esta Solicitud de propuestas para servicios de consultoría de gestión de subvenciones para el Programa de subvenciones de recuperación de desastres de subvenciones en bloque para el desarrollo comunitario mencionado en este anuncio, escriba al Departamento de Asuntos Económicos y Comunitarios de Alabama, PO Box 5690, Montgomery, Alabama 36103-5690, o envíe un correo electrónico a CED@adeca.alabama.gov.

**Introduction**

The U.S. Department of Housing and Urban Development’s (HUD) Community Development Block Grant - Disaster Recovery Program (CDBG-DR) is used to distribute federal disaster recovery grant funds to affected States for expenditure in local areas impacted by natural disasters. On November 1, 2021, HUD announced that via the October 29, 2021 passage of Public Law 117-43, the federal Disaster Relief Supplemental Appropriations Act, Congress appropriated federal funds to address major disasters that occurred in 2020 and 2021, and the funds are to be used to improve the affected States’ disaster recovery efforts, build long-term resilience to natural disasters, and meet impacts of climate change, with a specific focus on low-income and moderate-income populations. HUD is directing these funds to be expended for disaster relief, long-term recovery, restoration of infrastructure and housing, economic revitalization, and mitigation, in the affected States’ most impacted and distressed areas.

The Alabama Department of Economic and Community Affairs (ADECA), as the State Administering Agency for the State of Alabama’s CDBG-DR funds, will receive $311,732,000 under this law. ADECA’s Community and Economic Development Division (CED Division) is soliciting proposals from interested consulting firms and individuals to perform general grant program coordination and program management services that will assist ADECA in the administration of the State of Alabama’s / ADECA’s CDBG-DR grant. The grant funds are to be expended to address impacts that Hurricanes Sally and Zeta had upon the State when they occurred in 2020. Individuals and companies possessing demonstrated experience in performing professional CDBG-DR grant consultant work, and who are interested in performing these services as a professional services contractor with ADECA, are invited to respond to this RFP. ADECA seeks proposals to be submitted particularly from respondents who have specific professional experience and qualifications in the type of federal and state disaster recovery grant work identified in this RFP, and from respondents who are women-owned or minority-owned professional businesses working in the federal and state disaster recovery grant field.

“Respondents” means the individuals or companies that submit their proposals to ADECA in response to this RFP. To be considered as a candidate for this work, each Respondent’s proposal must contain evidence of the respondent’s professional grant experience, ability, and capacity in the specified discipline that is directly related to the grant services to be provided. The selected Respondent, acting as an individual, company, firm, partnership, corporation, or other legal entity, is to be properly licensed as necessary and is to be capable of providing the specified professional grant management consultant services. The Respondent’s employees must be competent to perform the specified professional grant management consultant services.

**Qualifications**

ADECA emphasizes that each Respondent to this RFP must show, to the complete satisfaction of ADECA, that the Respondent has the necessary facilities, ability, capacity, and financial resources to provide the services specified herein in a manner that is satisfactory to ADECA. Each Respondent is to provide a past history of similar work performed and references from such previous work in order to satisfy ADECA with regard to the Respondent’s qualifications. ADECA may make reasonable investigations deemed necessary and proper to determine the ability of each Respondent to perform the work, and the Respondent shall furnish to ADECA all information for this purpose that may be requested. ADECA reserves the right to reject any proposal from a Respondent if the evidence submitted by, or ADECA’s investigation of, the Respondent fails to satisfy ADECA that the Respondent is properly qualified to perform the obligations of the contract and to complete the work described therein. ADECA’s evaluation of the Respondent’s qualifications shall include the following:

● The ability, capacity, skill, financial, and other necessary resources to perform the work or provide the services required;

● The ability to perform the work or provide the services promptly or within the time specified, without delay or interference;

● The character, integrity, reputation, judgment, experience, and efficiency of the Respondent, and;

● The quality of the Respondent’s performance on previous similar contracts or services.

ADECA emphasizes that each Respondent must have sufficient and qualified staff who are immediately available to work or otherwise enter into and manage the work components that are the subject of this RFP. Therefore, the Respondent must provide to ADECA a listing of the Respondent’s employees/personnel to be assigned to work on this program, to include the Respondent’s organizational structure and each employee’s area of responsibility. Resumes for each of the Respondent’s professional employees who are assigned to work on this program are also required to be submitted to ADECA as part of the Respondent’s proposal.

**Professional Service Requirements**

**A. Scope of Work**

1. General Statement: ADECA requests that Respondents submit proposals for performing for ADECA the CDBG-DR Grant Program coordination and program management assistance services for grant activities relating to the $311,732,000 CDBG-DR allocation provided to ADECA.

2. Services to be Provided: ADECA will require that the selected Respondent enter into a professional services contract with ADECA for the Respondent to perform the six (6) following identified services or services similarly related to these activities:

a. Assistance with the development of an Action Plan for this CDBG-DR grant’s program development and implementation, for the timely expenditure of the grant funds, for the compliance with HUD’s CDBG-DR grant requirements, and for the follow-up program support which can include writing Action Plan amendments and compliance/evaluation reports and producing other documents and performing grant-related services as and when required.

b. Assistance with the development and review of the CDBG-DR grant’s policies and procedures, to include procurement, environmental, FH & EO, Section 3, resiliency, duplication of benefits, mitigation, energy, buyouts, and other policies necessarily required for the operation and management of this CDBG-DR grant.

c. Assistance with the development of the CDBG-DR grant’s timelines, goals, performance metrics, and program deliverables.

d. Assistance with the development of the CDBG-DR grant’s document control and the management of program records.

e. Assistance with the development and review of the CDBG-DR grant’s financial compliance requirements and the provision of local financial procedural support, to include assisting ADECA with the evaluation of management oversight of this CDBG-DR grant.

f. Assistance with the development and review of communications strategies in support of this CDBG-DR grant.

g. Assistance with the development of monitoring plans for local programs funded with this CDBG-DR grant’s funds, and the execution of those monitoring plans.

h. Assistance with the management of the program operations for this CDBG-DR grant’s funds.

i. Assistance with the management of information technology oversight for this CDBG-DR grant’s funds.

j. Assistance with the management of all allowable reporting for this CDBG-DR grant’s funds and activities required to be submitted to HUD in its Integrated Disbursement and Information System’s (IDIS) Disaster Recovery and Grant Reporting System (DRGR System) or its equivalent.

k. Assistance with the management of all training and outreach support services for the recipients of this CDBG-DR grant’s funds, for their partners, and for ADECA’s CDBG-DR staff.

l. Assistance with the management of this CDBG-DR grant’s other support services and consulting functions.

**B. Additional Professional Service Requirements**

This CDBG-DR grant shall comply with all codes, standards, regulations, and worker safety rules that are administered by federal agencies (including HUD), state agencies (including ADECA), and any other local regulations and standards that may apply.

ADECA anticipates that the selected Respondent individual or firm will use current and future plans to make recommendations for the use of these CDBG-DR grant funds to ADECA. ADECA further anticipates that the selected Respondent individual or firm will be aware of, and will assist ADECA on, all aspects of programs approved for funding by ADECA using this CDBG-DR grant’s funds.

ADECA reserves the right to utilize this RFP to select only one qualified Respondent individual or firm to perform any or all of these tasks identified herein this RFP. ADECA also reserves the right to utilize this RFP to select multiple firms and/or individuals to perform any or all of these tasks.

**Submission Requirements for Proposals**

Each Respondent seeking to submit a proposal to ADECA in response to this RFP must include the following in such proposal:

● A brief description of the Respondent’s history, including general background information, knowledge of federal (HUD)/state/local grant administration, knowledge of housing issues experienced by residents in disaster areas, and experience working with relevant agencies in disaster recovery efforts.

● Detailed examples of the Respondent’s similar work with other federal, state, and local agencies. Examples should include the scope of work in terms of dollars and areas covered.

● Resumes of the Respondent’s personnel who will be assigned to work on this program. If the Respondent will be engaging one or more independent contractors to perform this CDBG-DR grant’s work, then list how many independent contractors the Respondent intends to hire and what work each independent contractor will be tasked to perform.

● A statement substantiating the Respondent’s resources, and the Respondent’s ability to carry out the scope of work requested to be performed within the proposed timeline.

● A statement of the Respondent’s pricing proposal, to include the proposed fee/cost structure, billing rates, hourly rates, reimbursable expenses, all labor and materials needed by the Respondent to complete the work, the range of grant administration assistance activities which the Respondent may be contracted to perform – from individual activities such as the preparation of action plans and policies and procedures to performing up to one hundred percent (100%) of this CDBG-DR grant’s work. If the Respondent’s proposal is selected by ADECA, then ADECA and the selected Respondent will sign a negotiated fixed price contract.

● A list of the Respondent’s references, including date of project, contact person and phone number, and a brief description of the project, for at least three (3) organizations/clients for whom the Respondent has performed and completed similar disaster recovery related grant work projects.

● A statement of the conflicts of interest, if any exist, that the Respondent or its key employees could have regarding the performance of these services for and on behalf of ADECA. Such statement should include an identification of the conflict(s) or possible conflict(s), as well as any working relationships that might be perceived by disinterested parties to be a conflict. If no conflicts or potential conflicts of interest exist, then the Respondent is to state that information in the proposal.

Further, each Respondent’s proposal must include the following:

● **Cover Letter of Interest**

Each Respondent’s proposal must be accompanied by a Cover Letter of Interest that is signed by a duly authorized officer or representative of the Respondent. The Cover Letter of Interest must include the following information:

1. The Respondent’s principal place of business, the name of its contact person, title, telephone/fax numbers, and email address.

2. A brief summary of the Respondent’s qualifications and team of employees.

3. A description of the Respondent’s organization (for example, a corporation, a limited liability company, or a joint venture), which description is to include:

* The names and business addresses of all Principals of the Respondent. For purposes of this RFP, “Principals” shall mean persons possessing an ownership interest in the Respondent.
* If the Respondent is a partially-owned or a fully-owned subsidiary of another organization, identify the parent organization and describe the nature and extent of the parent organization’s approval rights, if any, over the activities of the Respondent.

● **Certificate of Good Standing or Certificate of Existence**

Each Respondent’s proposal must be accompanied by a Certificate of Good Standing (Corporation) or Certificate of Existence (Limited Liability Company) issued by the applicable State’s Secretary of State. If the Respondent is a joint venture, then a Certificate of Good Standing or a Certificate of Existence, as applicable, must be submitted for each entity comprising the joint venture.

● **Certification Form Note**

The Respondent is to complete the Certification Form Note contained herein below in this RFP, and it must be included in the Respondent’s proposal.

Respondents are advised to adhere to these proposal submission requirements, as failure to comply with the instructions of this RFP will be cause for ADECA to reject a proposal. ADECA reserves the right to seek additional information to clarify information contained in a Respondent’s proposal.

**Evaluation Criteria and Scoring**

In evaluating proposals submitted in response to this RFP, ADECA will take into consideration the experience, capacity, and costs that are being proposed by each Respondent in its proposal for providing grant management consultant services for some or all of the $311,732,000 in CDBG-DR grant funds. The scoring system for each Respondent’s proposal will place particular emphasis on the Respondent’s experience in having performed similar work on previous programs and the Respondent’s capacity to perform the work on this current program, although pricing may also be particularly considered should great differences be noted among the Respondents’ proposals. The following evaluation criteria will be considered in reviewing each Respondent’s proposal:

**A. Experience and Capacity**

A point system will be used by ADECA to evaluate the experience and capacity of each Respondent, as follows:

1. A Respondent may be awarded up to 50 points for its experience in performing similar disaster grant program grant management consultant services. A Respondent’s experience in the administration of affordable housing programs comprised of single-family and multi-family housing units as well as the repair, retrofitting, or construction of new housing units will have significant weight, as will a Respondent’s experience in performing services on buy-out programs to mitigate against future disasters.

2. A Respondent may be awarded up to 50 points for its capacity to address various facets of the CDBG disaster recovery and mitigation programs including timely execution to meet timelines. Consideration may be given to Respondents who have familiarity with the State of Alabama, its units of local government, and its geographic area, including knowledge and experience working with State and local government staff on disaster recovery grant programs.

3. A Respondent may be awarded up to 20 points for its pricing/cost structure to perform these CDBG-DR grant management consultant services for ADECA.

4. A Respondent may be awarded up to 20 points for its experience in knowing, understanding, and implementing HUD’s CDBG Disaster Recovery Program policies and procedures.

Maximum total score of each proposal = 140 points.

**B. No Legal Obligation in Response to RFP**

Nothing in this RFP is to be construed as creating any legal obligation on the part of ADECA nor any of the Respondents submitting proposals to ADECA in response to this RFP. ADECA reserves the right, in its sole discretion, to amend, suspend, terminate, or reissue this RFP in whole or in part, at any time. In no event shall ADECA be liable to a Respondent for any costs or damages incurred in connection with this RFP’s process, including but not limited to, any and all costs of preparing a response to this RFP or any other costs incurred in reliance on this RFP. No Respondent shall be entitled to repayment from ADECA for any costs, expenses, or fees related to this RFP. All documentation submitted to ADECA in response to this RFP will become the property of ADECA. Respondents may also withdraw their interest in this RFP, in writing, at any point in time, as more information becomes known.

**RFP Submission Process and Due Date**

Proposal deadline: Each Respondent’s proposal that is submitted in response to this RFP must be received by ADECA no later than 5:00 p.m. Central Time on April 4, 2022. Each Respondent’s proposal must include three (3) paper hard copies that include original signatures. ADECA will not receive any proposals that are submitted by fax transmission and/or by e-mail transmission. Each Respondent’s proposal must be submitted in a sealed envelope and must be received in the ADECA CED Division’s Office located at the address stated below by the above-stated date and time:

Mr. Shabbir Olia

Alabama Department of Economic and Community Affairs (ADECA)

Community and Economic Development Division

401 Adams Avenue, Room 500

Post Office Box 5690

Montgomery, Alabama 36103-5690

Each Respondent’s proposal must state the following information on the outside of the package containing the proposal:

REQUEST FOR PROPOSALS

ADECA CDBG-DR SERVICES

**Timeline**

ADECA anticipates that this CDBG-DR grant program’s RFP process will proceed according to the following timeline:

● ADECA’s RFP Issue Date: March 4, 2022.

● Respondents’ RFP Proposals Due to ADECA: April 4, 2022.

● ADECA’s Selection of a Respondent: April 18, 2022.

ADECA reserves the right to make adjustments as needed to this timeline. The final approval and execution of a contractual agreement will be subject to the approval by the Alabama State Legislature’s Contract Review Legislative Oversight Committee and the Governor of Alabama.

**Award of Contract**

A contract awarded by ADECA pursuant to this RFP solicitation will be awarded on the basis of the selected Respondent’s list of qualifications to perform this CDBG-DR grant’s administration assistance services for ADECA at the State and local levels of government. Depending on the selected Respondent’s work performance under the awarded contract, said contract may be amended to include additional work as and when required by this CDBG-DR grant.

**Time Period of Contract**

A contract awarded by ADECA to the Respondent selected pursuant to this RFP solicitation shall be for a period of time that coincides with the duration of this CDBG-DR grant’s period of program performance, as well as pursuant to Public Law 117-43 (the federal Disaster Relief Supplemental Appropriations Act) and HUD’s notices and implementing regulations involving the disaster recovery and mitigation awards for Hurricanes Sally and Zeta.

**Time of Contract Commencement**

In response to this RFP, the selected Respondent must be able to commence work on the contract awarded by ADECA at a time occurring soon after such contract is approved by the Alabama State Legislature’s Contract Review Legislative Oversight Committee and the Governor of Alabama.

**Federal, State, and Local Regulations and Citations**

ADECA and the State’s units of local government (cities, towns, and counties) who are recipients of this CDBG-DR grant’s funds must follow HUD’s federal CDBG-DR Program laws, rules, regulations, and program guidelines as well as State and local laws, rules, and regulations, and ADECA’s policies and procedures for grant program implementation. Respondents to this RFP are strongly encouraged to research and read these laws, rules, and regulations prior to submitting a response to this RFP, with particular attention paid to HUD’s Notice published in the Federal Register on February 3, 2022 in Volume 87, Number 23 on pages 6364-6392.

**Questions**

All questions are to be directed to the attention of Mr. Shabbir Olia, the ADECA CED Division Chief, by email to [Shabbir.olia@adeca.alabama.gov](mailto:Shabbir.olia@adeca.alabama.gov) or by telephone to 334-242-5468.

As and when additional information becomes available on this CDBG-DR grant that is the subject of this RFP, ADECA will post that information on the ADECA website at [www.adeca.alabama.gov](http://www.adeca.alabama.gov). Respondents and other interested parties are encouraged to frequently check the ADECA website for this CDBG-DR grant’s updates, and are also encouraged to check the HUD website at [www.hud.gov](http://www.hud.gov) as well as the HUD Exchange website at [www.hudexchange.info](http://www.hudexchange.info) for this CDBG-DR grant’s updates.

**Certification Form Note**

THIS PAGE MUST BE COMPLETED AND INCLUDED

WITH THE RESPONDENT’S RFP SUBMISSION

The undersigned hereby certifies, on behalf of the Respondent named in this Certification Form Note (the “Respondent”), that the information provided in this RFP response submitted to the Alabama Department of Economic and Community Affairs (ADECA) is accurate and complete, and I am duly authorized to submit same as part of this RFP response. I hereby certify that the Respondent has reviewed this RFP in its entirety and accepts its terms and conditions.

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Name of Respondent

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Typed Name of Respondent’s Authorized Representative

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Signature of Respondent’s Authorized Representative

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title of Respondent’s Authorized Representative

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date