

## **ADVERTISEMENT**

### **Request for Statements of Qualification CDBG Grant Administrator**

The City of Vernonia has been awarded an Oregon Community Development Block Grant to complete the engineering and related activities necessary to complete the final design, plans and specifications in preparation for construction of the Senior Center/Food Bank Building. The City is seeking Statements of Qualification (SOQ) from qualified grant administrators to assist the City in managing the CDBG resources, complete draws, and manage compliance.

**The deadline for receiving qualifications is 5:00 pm on Friday April 22, 2016.**

For further information call the City Administrator at City Hall 503-429-5291 ext. 106.

The process for submitting a Statement of Qualifications is also on the city's web site at [www.vernonia-or.gov](http://www.vernonia-or.gov). The City is an equal opportunity, affirmative action employer, does not discriminate because of race, religion, color, sex, national origin, marital status, age or disability, and invites SOQs from Section 3 qualified residents and businesses, minorities, women, and emerging small businesses.

**City of Vernonia, Oregon**  
**Request for Statement of Qualifications (SOQ) for Grant**  
**Administration Services**

March 30, 2016

**A. Overview/Purpose**

This is a request for statements of qualification (SOQ) from interested individuals, firms, and non-profit corporations to do grant administration for the design and construction of the Rose Avenue Senior Center Food Bank for the City of Vernonia.

The work includes a variety of routine and complex technical and professional elements to keep the city in compliance with federal and state laws, regulations, and procedures, and especially the OCDBG program's Grant Management Handbook published by the State of Oregon Business Development Department. Oregon Administrative Rules applicable to the spending of grant funds must also be followed. The Grant Administrator must be able to perform all the duties of Grant Administrator as described throughout this SOQ. The Grant Administrator will work under the direction of the City Administrator.

As a result of this SOQ the City will select a top qualifier with whom to commence contract negotiations. If negotiations are successful, the City will enter into a professional services contract.

The City will consider a Grant Administrator contract for the duration of the project that must be completed by December 31, 2016.

**B. Source of Funds**

Work under this contract will be funded, in its entirety, with federal grant funds from the Oregon Community Development Block Grant program.

**C. About the Assignment**

The grant manager will focus on administering the City's \$2,000,000 CDBG under grant number C15008 for a design and construction of the new senior center food bank building. The selected grant administrator will be expected to provide full services associated with the administration, monitoring, reporting, and record keeping requirements associated with the CDBG program, which includes but is not limited to; all necessary tasks - reporting and record keeping associated with Labor Standards Compliance as required by CDBG reporting regulations, and all necessary tasks associated with the Environmental Assessment (EA) as outlined in the CDBG Grant Management Handbook. The selected grant manager will be expected to have ample staff/ back up staff available to ensure all tasks are submitted/completed in a timely manner and without delay. This project timeline is limited and selected individual, firm, or non-profit will be expected to meet benchmark deadlines. The contract will specify clear consequences for failure to perform the work, including reducing or withholding payment; requiring contractor to perform, at the contractor's expense, additional work

necessary to perform the identified scope of work or meet the established performance standards; and declaring a default, terminating the public contract and seeking damages and other relief available under the terms of the public contract or other applicable law.

**D. Estimate of Workload**

It is expected that the City will hire one or more non-profit corporations or one or more independent contractors to provide the services.

**E. Time Line**

Issue Request for Qualifications	March 25
<u>Receive Statement of Qualifications by 5:00 pm</u>	<u>April 22</u>
Screening of Proposals by	April 29
Complete negotiations and contract process with successful firm	May 6

**F. Process**

The City Administrator will select the best-qualified grant administrator. A three-step process will be used:

- Step 1 – Each SOQ will be reviewed, rated, and a short-list of qualified individuals/firms will result.
- Step 2 – If warranted, the short-listed individuals/firms may be asked to prepare a more detailed written proposal with personnel, costs, and methods described.
- Step 3 – If necessary, after reading the written materials, candidate(s) may be asked to give a brief oral presentation and interview.

Once a final selection has been made, the City and the chosen individual/firm/non-profit shall work jointly to refine a detailed scope of work and a contract for services. Grant specifications may be reviewed at the City of Vernonia address below.

**G. Content of Responses**

Responses to this SOQ must be complete, timely and submitted in conformance with specifications, including addressing all items listed below.

1. Describe your grants administration background and history, including the number of years in business and the scope of service currently provided to clients.
  
2. Describe your experience and current practice in providing grants administration services to governmental entities, including the names of current government clients. This section should also include a description of the CDBG grants you have administered.

3. Describe the workload capacity of your non-profit/firm. Include any limitations you would foresee in your firm's ability to handle certain types of work, or work capacity limitations.
4. Provide a certification in your proposal that you/your firm nor your principals are presently debarred or otherwise ineligible from participation in the project.
5. Provide three (3) client references from the public sector.
5. State any potential conflict(s) of interest you may have in providing services as outlined in this SOQ.
6. Provide a proposed hourly rate schedule including all fees, support staff wages where applicable, and any other supporting costs.
7. Provide any other information that you believe is important or relevant to this SOQ.

#### **H. Investigations**

The City reserves the right to conduct appropriate investigations into the background, previous experience, and training of any firm or individual under consideration for this SOQ.

#### **I. Evaluation of Requests for Qualifications and Selection**

The City reserves the right to accept or reject any and all submissions in the best interest of the City and in accordance with ORS 279B.100. In connection with the evaluation, the City may, at its option, invite one or more applicants to make an oral presentation to the City Administrator at a time and location to be announced and may require the submission of supplemental material intended to substantiate or clarify information previously submitted. An asbestos abatement license is not required under ORS 468A.710.

The following information will be taken into consideration during the evaluation process.

1. The grant administrator's qualifications as identified in this SOQ. 25 percent
2. Complete and clear responses to items in the Content of Response section above. 5 percent
3. Breadth and relevance of experience of the grant administrator who will provide services. 25 percent
4. The professional reputation on the part of the applicant for providing high-quality services and demonstrating sound judgment, integrity and reliability as determined by reference checks. 5 percent

5. Familiarity with laws, regulations, and procedures governing state and federal grants and operating procedures relative to the conduct of city business. 25 percent
6. Capacity of consultant to adequately address the City's workload. 5 percent
7. The applicant's ability to work cooperatively with all stakeholders (City Council, City Administrator, City employees, and the general public), as demonstrated by positive current client references. 5 percent
9. Cost of providing basic and hourly services as per the submitted hourly rate schedule. 5 percent
10. Supplemental information submitted by the applicant.
11. Results of any interview.

#### **J. Incurring Costs**

The City of Vernonia is not liable for any costs incurred by respondents prior to issuance of a contract.

#### **K. Submittal Deadline**

One (1) original submission, clearly marked "**Statement of Qualifications to Provide Grant Administration Services,**" must be received by **5:00 p.m.**, Friday, April 22nd, 2016.

Deliver to:

Josette M. Mitchell  
City Administrator  
City of Vernonia  
1001 Bridge Street  
Vernonia, OR 97064

Submissions received after that date and time will not be accepted or considered. Questions regarding responses to this SOQ or request for general information regarding the City of Vernonia should be directed to Josette M. Mitchell, City Administrator, City of Vernonia at (503) 429-5291x106, or [jmitchell@vernonia-or.gov](mailto:jmitchell@vernonia-or.gov).

#### **L. Statement of Non-Discrimination**

The City is an equal opportunity, affirmative action employer, does not discriminate because of race, religion, color, sex, national origin, marital status, age or disability, and invites SOQs from minorities, women, and emerging small businesses.