

MARY BETH BOWMAN  
DIRECTOR OF COMMERCE  
DEPARTMENT OF COMMERCE  
AND GOVERNMENT AFFAIRS  
CITY OF NORTH LITTLE ROCK, ARKANSAS



120 Main Street, North Little Rock, AR 72114  
P.O. Box 5757 North Little Rock, AR 72119  
501-975-8881 Telephone  
501-975-8885 Fax

**REQUEST FOR PROPOSALS**  
**GRANT CONSULTING/TRAINING SERVICES FOR FEDERAL HOUSING AND**  
**COMMUNITY DEVELOPMENT PROGRAMS, INCLUDING, BUT NOT LIMITED TO:**  
**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) AND CDBG-CV, HOME**  
**INVESTMENT PARTNERSHIP PROGRAM (HOME), NEIGHBORHOOD STABILIZATION**  
**PROGRAM (NSP2), AND THE AMERICAN RESCUE ACT (HOME-ARP)**

RFP Number: 21-3719 Date Issued: Sunday, August 1, 2021

Date & Time Bid Opening: Friday, August 27, 2021 at 10:00 a.m.

If you are obtaining this RFP from our website, please be reminded that addendums may occur. It is therefore advisable that you review our listings ([www.nlr.ar.gov](http://www.nlr.ar.gov)), click on "Government" then "Commerce", then "Bids", and then "Bid Summaries" for attachments including any changes to the RFP.

The City of North Little Rock encourages participation of small, minority, and woman own business enterprises in the procurement of goods, services, professional services, and construction, either as a general contractor or sub-contractor. It is further requested that whenever possible, majority contractors who require sub-contractors, seek qualified small, minority, and woman businesses to partner with them.

---

**EXECUTION OF BID**

Upon signing this page, the organization certifies that they have read and agree to the requirements set forth in this bid including conditions set forth and pertinent information requests.

Name of Firm: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Business Address: \_\_\_\_\_

Signature of Authorized Person: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_, 2021.

**UNSIGNED BID COVER SHEET WILL BE REJECTED.**

**REQUEST FOR PROPOSALS**  
**FOR DISASTER RECOVERY ADMINISTRATIVE SERVICES**  
**North Little Rock, Arkansas**

**1.0 PURPOSE**

The City of North Little Rock (hereinafter referred to as “City”) is soliciting sealed proposals from qualified consultants to enter into an agreement for consulting/training purposes for Housing and Community Programs funded by the Department of Housing and Urban Development (HUD). These consulting/training services are for HUD-funded activities including, but not limited to: Community Development Block Grant (CDBG) and CDBG-CV, HOME Investment Partnership Program (HOME), the Neighborhood Stabilization Program (NSP2), and the American Rescue Act (HOME-ARP).

**2.0 INSTRUCTIONS TO PROPOSERS**

Firms or companies desiring to provide services, as described in the Scope of Work, shall submit sealed proposals with an original and five (5) complete copies with all of the information included (each document must be in an individual PDF format file) **no later than Friday, August 27, 2021 by 10:00 a.m.** Hand deliveries must be during office hours of 8:00 a.m. to 4:30 p.m., Monday through Friday to the Commerce Department.

Offers by telephone or telegram shall not be accepted. Also, submitters are instructed NOT to fax their proposal. Faxed proposals shall be rejected as non-responsive regardless of where the fax is received.

Respondents are cautioned that they are responsible for delivery to the specific location cited below. Therefore, if your bid, proposal or quotation is delivered by an express mail carrier or by any other means, it is your responsibility to ensure delivery to the above address. This office will not be responsible for deliveries made to any place other than the specified address. Late proposals will not be opened.

It is the sole responsibility of the bidder to ensure that his or her Proposal reaches the City on time. The City shall not be responsible for late deliveries or mail delays. All proposals will be opened publicly.

Submissions shall be reviewed and rated on the basis of:

1. History and experience
2. Staff qualifications and capacity
3. References equal to or larger than the City of North Little Rock
4. Pricing
5. Technical Approach

**2.1. Submission of Bids**

An original and five (5) copies of the Proposal must be submitted in a sealed envelope and clearly marked “Consultant for CDBG/HOME/NSP2/ARP” written on the outside to:

Mary Beth Bowman  
Commerce Department  
City of North Little Rock  
120 Main Street  
North Little Rock, AR 72114

Proposals must be signed by an individual authorized to bind the respondent to the provisions of the RFP and shall remain in full force and effect for ninety (90) days following the date of such opening. Respondent should also be available for a formal presentation, if respondent's proposal is selected as a finalist candidate. Any such formal presentation will be scheduled at a mutually convenient time at proposer's cost. Zoom meetings or other forms of visual communication are acceptable.

Ownership of all data, materials, and documentation originated and prepared for the City of North Little Rock pursuant to the RFP shall belong exclusively to the City and be subject to public inspection in accordance with Arkansas's Freedom of Information Act.

## **2.2 Questions and Inquiries**

Questions and inquiries, both verbal and written, will be accepted from any and all proposers. The City is the sole point of contact for this solicitation unless otherwise instructed herein. Unauthorized contact with other City staff regarding the RFP may result in the disqualification of the proposer. Material questions will be answered in writing with an Addendum provided, however, no questions will be taken after 10:00 AM on August 25, 2021. It is the responsibility of all proposers to ensure that they have received all Addendums. Addendums can be downloaded from [www.nlr.ar.gov](http://www.nlr.ar.gov) (Click on "Government", then "Commerce", and then "Current Bids and Summaries").

Questions related to vendor selection process should be directed to:

Mary Beth Bowman  
Commerce Director  
[mbowman@nlr.ar.gov](mailto:mbowman@nlr.ar.gov)

Questions relating to consulting/training services to be directed to:

Donna Bryant  
Community Development Director  
[dbryant@nlr.ar.gov](mailto:dbryant@nlr.ar.gov)

or

Seth Flynt  
Contract/Program Assistant  
[sflynt@nlr.ar.gov](mailto:sflynt@nlr.ar.gov)

## **3.0 TERMS AND CONDITIONS**

3.1 The City 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 submitter if a successful submitter does not execute a contract within forty-five (45) days after approval of the selection by the City.

3.2 The City reserves the right, and has absolute and sole discretion, to cancel a

solicitation at any time prior to approval of the award by the City.

- 3.3 The City reserves the right to request clarification of information submitted and to request additional information of one or more applicants.
- 3.4 Any proposal may be withdrawn until the date and time set above for the submission of the proposals. Any proposals not so withdrawn shall constitute an irrevocable offer, for a period of sixty (60) days, to provide to the City the services set forth in this Request for Proposals, or until one or more of the proposals have been awarded.
- 3.5 Costs of preparation of a response to this request for proposals are solely those of the submitter. The City assumes no responsibility for any such costs incurred by the submitter. The submitter also agrees that the City bears no responsibility for any costs associated with any administrative or judicial proceedings resulting from the solicitation process.
- 3.6 The submitter receiving the award will obtain or possess the following insurance coverages and will provide Certificates of Insurance to the City to verify such coverage.

Professional Liability (Errors & Omissions) - The vendor shall provide coverage for all claims arising out of the services performed with limits not less than \$1,000,000 per claim. The aggregate limit shall either apply separately to this contract or shall be at least twice the required per claim limit.

- 3.7 The consultant awarded this contract shall maintain adequate records to justify all charges, expenses, and costs incurred in estimating and performing the work for at least three (3) years after completion of the later of final grant closeout or final audit by OMB of any project work performed under contract resulting from this RFP. The City shall have access to all records, documents and information collected and/or maintained by others in the course of the administration of the agreement. This information shall be made accessible at the awardees place of business to the City, including the Finance Director's Office and/or its designees, for purposes of inspection, reproduction and audit without restriction.
- 3.8 It is the intent of the City to enter into a contract. Invoices are to be submitted monthly. Successful awardees will be expected to comply with applicable HUD requirements relating to program's invoices.

#### **4.0 PROPOSAL FORMAT**

Submitters must respond in the format delineated below.

The following information shall be tabbed to identify the required information. Failure to submit this information will render your proposal non-responsive.

##### **4.1 QUALIFICATIONS OF THE FIRM**

The Respondent shall provide a narrative of the firm's qualities, experience, and capabilities of personnel outlined within the Scope of Work. Firm qualifications must include, at minimum, the following:

- 4.1.1 Relevant Experience – Recent experience demonstrating current capacity and expertise in assisting Participating Jurisdictions (PJs) in administering Housing and Community Development Programs, such as CDBG, CDBG-CV, HOME, and NSP2, and HOME-ARP programs funded by HUD.
- 4.1.2 Past Performance on Similar Projects - Provide at least three references for which the firm has performed consulting services/training for PJ's that are similar to the requirements in the Scope of Services (see Attachment 1). Provide the reference contact name, address, e-mail address, telephone numbers and date of the contract.
- 4.1.3 Project Approach – Describe the approach and methodology that will be used to accomplish the work herein. The project approach shall include information on schedule and availability where applicable.

#### 4.2 QUALIFICATIONS OF STAFF

Describe the composition and structure of the firm and include the names of persons with an interest in the firm. Key project staff of the proposing firm must have five years' experience, working in the field of CDBG, CDBG-CV, HOME, HOME-ARP and NSP2, and be available during normal working hours.

Key Staff – The Respondent shall include a list of the proposed staff that will perform the work required if awarded this contract and a summary of staff qualifications. Provide resume representative of staff likely to be assigned to this project. An organizational chart and management plan should be included in this section. The Respondent shall also include minimum qualifications for each class of employee of the project team and identify his or her role on the team.

#### 4.3 TECHNICAL APPROACH

Provide a description of the submitter's approach to the project, to include Start-up procedures or requirements.

#### 4.4 COST PROPOSAL

Each submitter must complete and submit the Cost Proposal Form/Fee Schedule included herein. The Cost Proposal will be evaluated on the hourly rates submitted.

## 5.0 SELECTION CRITERIA

The following weighted criteria will be utilized to select the consultant awarded this contract.

Criterion	Points
History and Experience	20
References on Similar Projects	15
Staff and firm Qualifications including demonstration of knowledge of CDBG, CDBG-CV, HOME, HOME-ARP AND NSP2 regulations and procedures.	40
Technical Approach	15
Pricing Proposal	15
<b>TOTAL</b>	<b>100</b>

## 6.0 SCOPE OF SERVICES

### 6.1 BACKGROUND

The City seeks to procure a highly qualified, experienced, and professional individual/firm to consult/train its Community Development staff on HUD-funded activities including, but not limited to: CDBG, CDBG-CV, HOME, HOME-ARP, and NSP2. The City's existing employees lack knowledge and experience.

### 6.2 SCOPE of WORK

See Attachment 1.

## 7.0 COST PROPOSAL FORM

The hourly labor rates shall include all applicable overhead and profit. All non-labor related project costs (including travel, lodging, and per diem) will be billed to the City at cost without mark-up.

<b>POSITIONS</b>	<b>HOURLY RATES</b>
Project Executive	\$
Project Manager	\$
Senior Damage Assessment Estimator	\$
Damage Assessment Estimator	\$
Senior Grant Management Specialist	\$
Grant Management Specialist	\$
Senior Engineer/Planner/Analyst	\$
Engineer/Planner/Analyst	\$
Administrative Assistant	\$

#### 7.1 OTHER REQUIRED POSITIONS

Submitter may include other positions, with hourly rates and attach a job description for each position.

## **GENERAL TERMS AND CONDITIONS FOR THE CITY OF NORTH LITTLE ROCK, AR**

1. The City reserves the right to reject any and all bids.
2. Quality, time and probability of performance may be factors in making an award.
3. Bid quotes submitted will remain firm for 30 calendar days from bid opening date; however, the prices may remain firm for a longer period of time if mutually agreeable between bidder and the Department of Commerce.
4. Bidder must submit a completed signed copy of the front page of the "Invitation to Bid" and must submit any other information required in the "Invitation to Bid."
5. In the event a contract is entered into pursuant to the "Invitation to Bid," the bidder shall not discriminate against any qualified employee or qualified applicant for employment because of race, sex, color, creed, national origin or ancestry. The bidder must include in any and all subcontracts a provision similar to the above.
6. In the event of two or more identical low bids, the contract may be awarded arbitrarily or for any reason to any of such bidders or split in any proportion between them at the discretion of the Department of Commerce..
7. Prices quoted are to be net process, and when an error is made in extending total prices, the City may accept the bid for the lesser amount reflected by extension or by the correct multiple of the unit price.
8. Bids will not be considered if they are:
  1. Submitted after the bid's opening time.
  2. Submitted electronically or faxed (unless authorized by Purchasing Agent).
9. **AMBIGUITY IN BID** - Any ambiguity in any bid as the result of omission, error, lack of clarity or non-compliance by the bidder with specifications, instructions, and all conditions of bidding shall be construed in the light most favorable to the City.
10. The bid number should be stated on the face of the sealed bid envelope. If it is not, the envelope will have to be opened to identify.
11. Guarantees and warranties should be submitted with the bid, as they may be a consideration in making an award.
12. Additional information or bid forms may be obtained from:  
COMMERCE DEPARTMENT, 120 Main Street, P.O. Box 5757, North Little Rock, Arkansas 72119 (501)975-8881  
[www.nlr.ar.gov](http://www.nlr.ar.gov)

**Bidding documents must be submitted on or before the bid's opening date and time. Unless noted, bids must be sealed and mailed or delivered to:**

**Commerce Department  
120 Main Street (P.O. Box 5757)  
North Little Rock, AR 72119**



# **Attachment 1**

## **Scope of Services-Request for Proposal**

**GRANT CONSULTING/TRAINING SERVICES FOR FEDERAL HOUSING AND COMMUNITY DEVELOPMENT PROGRAMS, INCLUDING, BUT NOT LIMITED TO:**

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) AND CDBG-CV**

**HOME INVESTMENT PARTNERSHIP PROGRAM (HOME)**

**NEIGHBORHOOD STABILIZATION PROGRAM (NSP2)**

**THE AMERICAN RESCUE ACT (HOME-ARP)**

The Contractor will provide experienced personnel and resources to complete the following activities:

1. Train staff in programs including, but not limited to, CDBG, CDBG-CV, HOME, HOME-ARP, AND NSP2
2. Train staff to set up activities and receipt money in Disaster Recovery Grant Reporting System (DRGR)
3. Provide on call technical assistance to staff
4. Provide training in Section 3 and Davis-Bacon Wage Compliance procedures
5. Provide research and analysis as requested by City
6. Train staff in the Integrated Disbursement Information System (IDIS)
7. Work with City staff to review funding applications and qualifications for completeness and accuracy
8. Provide any other administrative services as required to properly administer the City's CDBG, CDBG-CV, HOME, HOME-ARP, AND NSP2 programs
9. Train City staff in procurement procedures
10. Prepare all reports and notices as required by the US Department of Housing and Urban development, including but not limited to:
  - A. Annual Action Plans, finalization of Five (5) Year Consolidated Plan and Consolidated Annual Performance and Evaluation Reports (CAPER), Citizen Participation Plan, Contractor/Subcontractor activity reports, and public notices.

- B. Set up and maintain activities and narratives in the Integrated Disbursement Information System (IDIS).
- C. Prepare all HUD required reports, notices, and documents necessary to process any City approved amendments to the Consolidated Plan and/or Annual Action Plan.
- D. Prepare necessary environmental review forms and documents for CDBG, CDBG-CV, NSP2, HOME and HOME ARP projects and activities, where required.