

REQUEST FOR PROPOSAL

**Certified Grant
Administrator
City of Hartford**



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Bid Form

COMPANY NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

TELEPHONE: _____ EMAIL: _____

NAME: _____

TITLE: _____

SIGNATURE: _____ DATE: _____

CITY OF HARTFORD
CERTIFIED GRANT ADMINISTRATOR
REQUEST FOR PROPOSAL
W. MAIN STREET IMPROVEMENTS PROJECT

The City of Hartford is accepting proposals from Certified Grant Administrators for management and administrative services required by the City for implementation of a proposed Community Development Block Grant (CDBG) if funded by the state. The project for which funds will be requested consists of approximately 0.5 miles of improvements to W. Main Street from the west City Limits to Center Street, plus approximately 200' of each approach at Center Street. The existing cast iron water main will be replaced with a 12" water main from Marion Avenue to Center Street, including approximately 200' of each approach at Center Street. As part of the water main replacement, a new water main will be installed beneath the CSX railroad. Additionally, lead service lines will be replaced for the entire length of the project. The roadway will be reconstructed with a new aggregate base, hot mix asphalt (HMA) surfacing, new drainage structure covers, ADA ramp improvements, curb and gutter replacement as necessary, permanent signs, pavement markings, and slope restoration. The total estimated project budget is \$2,799,000.

OVERVIEW

The City of Hartford will award a fixed-sum contract subject to approval by and funding from the state. CDBG funds can be utilized for the payment of overall program administration costs associated with the funded CDBG project.

PART ONE: SCOPE OF SERVICES

The scope of work that the consultant must be prepared and qualified to provide is as follows:

1. General Tasks

- a. Establish project files in the Unit of General Local Government's (UGLG) office and digitally so that file sharing can easily occur between UGLG and MEDC. These files must demonstrate compliance with all applicable state, local, and federal regulations. The project files must be monitored throughout the program to ensure they are complete, and all necessary documentation is being retained in the UGLG's files.
- b. Assist UGLG in meeting Citizen Participation requirements noted in its Citizen Participation Plan. This can include reviewing public hearing notices to ensure compliance.
- c. Assist in collecting and maintaining applicable Section 3 documentation to meet compliance standards
- d. Prepare, receive, and submit signed grant metric reports from the UGLG. These reports include, but are not limited to: Progress Reports, Audit Reports, Job Creation Reports, and Milestones.
- e. Prepare and submit the semi-annual HUD 2516 and HUD 4710 reports.
- f. Assist in preparing Grant Amendment documents if necessary. Also, assist the UGLG with developing a public hearing notice, if required. If the project scope changes and the Environmental Review level is affected, review and assist in the preparation of Environmental Review amendment documents or administrative paperwork to SHPO.
- g. Other general tasks related to program compliance, including but not limited to, coordinating and meeting with key players and preparing amendment requests for UGLG.

Total estimated hours for General Tasks: _____ Hours

2. Financial Management

- a. Prepare Payment Requests at least quarterly in accordance with CDBG's financial management procedures.
- b. Review the UGLG's financial management processes, which include, but are not limited to, cash receipts and disbursements journal and accompanying ledgers, and conform to generally accepted principles of municipal accounting.
- c. Make progress inspections and certify private and other match investments each time a payment request is issued.
- d. Review Change Orders submitted by the UGLG.
- e. Assist UGLG with annual Single Audit Certification completion and submission to MEDC.

Total estimated hours for Financial Management: _____ Hours

3. Environmental Review

- a. If the Determination Level for Environmental Review is *Exempt* or *Categorically Excluded, Not Subject To 58.5*, the Certified Grant Administrator can assist the UGLG in the preparation of necessary Environmental Review documentation. If the Environmental Review level is determined to be *Categorically Excluded, Subject to 58.5*, consultation with the CDBG Project Specialist is required.
- b. If the Environmental Review level is determined to be an *Environmental Assessment* or an *Environmental Impact Statement*, all Environmental Review documentation will be created by qualified Consulting Agencies (s) and SHPO and collected by the UGLG and Certified Grant Administrator.
- c. Assist UGLG in providing documentation to the CDBG Program Specialist for environmental release of funds for the awarded project.
- d. If the Scope changes for a project, assist the UGLG in creating Environmental Review Amendment materials for review by the CDBG Specialist.

Total estimated hours for Environmental Review: _____ Hours

4. Procurement

- a. Provide required procurement reports and assist the UGLG in obtaining approvals from MEDC as appropriate.
- b. Collect and file procurement records, including selection process, advertisements, reasons for selections, minutes of bid openings, etc.
- c. Collect and file contract agreements between UGLG and the Selected Contractor. Collect and file insurance documentation related to the selected contractor.
- d. Provide SAM and HUD Limited Deniability Checks related to the selected contractor.
- e. Collect and file Section 3 documentation.

Total estimated hours for Procurement: _____ Hours

5. Construction and Labor Compliance

This is a Davis-Bacon Project, and the following services are required:

- a. Assist the project engineer in bid document preparation consistent with state and federal regulations.
- b. Secure the Department of Labor's federal wage decision and include it in the bid documents.
- c. Review construction contracts to ensure they comply with state and federal regulations. Examples of regulations include the following: Conflict of Interest, Access to Records, Copeland Anti-Kickback Act, Safety Standards, Architectural Barriers, Flood Insurance,

Clean Air and Water Act (for contracts over \$100,000), HUD Handbook (6500.3), 24 CFR 85.36, Section 3, Section 109, Title VI, Civil Rights Act, EO 11246 (for contracts over \$10,000), Section 504, etc.

- d. File contractor clearance(s), specific to applicable Lead and Asbestos Abatement.
- e. Check weekly payrolls and complete Payroll Review Worksheet to ensure compliance with federal wage decision(s) with wage and fringe benefit information. Review documents to ensure the following documents are provided, if applicable: Apprentice Compliance, Independent Contractors, Payroll Restitution.
- f. Conduct on-site interviews and compare the results with the appropriate payrolls.
- g. Monitor administrative paperwork to ensure compliance with equal opportunity, labor standards provisions, and Section 3 requirements, as well as other contractor and subcontractor reports.

Total estimated hours for Construction and Labor Compliance: _____ Hours

6. Monitoring and Close Out

- a. Attend and assist UGLG during the MEDC's monitoring visit(s).
- b. Assist with close-out documentation.

Total estimated hours for Monitoring and Close Out: _____ Hours

TOTAL HOURS FOR ALL TASKS: _____ Hours

PART TWO: PROPOSALS

To be considered, proposals must be received by the **City of Hartford** before 2:00 p.m., Local Time, on August 26, 2025. The City of Hartford reserves the right to reject any or all proposals. Questions concerning this request should be addressed to Ms. Nicol Pulluam, City Manager at citymanager@cityofhartfordmi.org. Proposals can be delivered to Ms. RoxAnn Rodney-Isbrecht, City Clerk:

1. By email at cityclerk@cityofhartfordmi.org
2. In person at City of Hartford, 19 W. Main Street, Hartford, MI 49065
3. By mail at City of Hartford, 19 W. Main Street, Hartford, MI 49065

The proposal must include:

1. The proposed fee;
2. The total number of hours for each task (include this document with hours filled in for each task);
3. An hourly rate, including fringe benefits plus travel and material costs, if applicable;
4. A brief history of the firm and qualifications of each person in the firm who will be assigned to the project; and
5. A list of UGLGs, contact information for those UGLG references the firm has been under contract with for CDBG administration during the last three calendar years, and the type of CDBG project under contract.

The responsible consultant whose proposal will be most advantageous to the UGLG will be selected.

PART THREE: SELECTION CRITERIA

All responses will be evaluated according to the following criteria and corresponding point system. Proposals will be evaluated based on the written materials. Sufficient information must be included

in the proposal to assure the correct number of points are assigned. Incomplete or incorrect information may result in a lower score.

The lowest proposal will receive the maximum points. Other, more expensive proposals will receive reduced points based on the following formula, with rounding to the nearest tenth.

Lowest Cost Proposal = 30 Points

Example:

100 points is the total possible points.

30% of the total possible points are the price consideration.

Proposal 1 is for \$ 27,000

Proposal 2 is for \$ 20,000

Proposal 3 is for \$ 30,000

Step 1: Determine points allocated for price -- $100 \times 30\% = 30$ points

Step 2: Award 30 points to the lowest priced proposal (Proposal 2 is awarded **30 points**)

Step 3: Allocate a proportionally reduced number of points to the higher proposals

Proposal 1 $\frac{20,000}{27,000} \times 30 = \mathbf{22.2 \text{ points}}$

Proposal 3 $\frac{20,000}{30,000} \times 30 = \mathbf{20.0 \text{ points}}$

Number of CDBG projects administered by the firm in the last four calendar years:

Administered no CDBG projects	0 pts.
Administered 1 - 4 CDBG projects	10 pts.
Administered five or more CDBG projects	20 pts.

Firm's proximity to project site:

2.0+ hours or more drive	0 pts.
Within 1.0 – 2.0 hours' drive	10 pts.
Under 1-hour drive	20 pts.

Length of time the firm has been in business:

Less than 1 year	0 pts.
1 to 5 years	10 pts.
Over 5 years	20 pts.

The firm is a certified Section 3 Business	5 pts.
The firm is a Minority Business Enterprise	5 pts.

TOTAL POINTS **100 Points**