

CITY OF BAKER, LOUISIANA

REQUEST FOR QUALIFICATIONS

*GRANT ADMINISTRATION*

*TECHNICAL ADVISORY SERVICES*

CITY OF BAKER, LA  
GRANT ADMINISTRATION – TECHNICAL ADVISORY SERVICES

**REQUEST FOR QUALIFICATIONS  
TABLE OF CONTENTS**

	<u>Page</u>
SECTION	
1. Notice to Responding Firms	1
2. Schedule	3
3. Instructions to Respondents	4
4. Project Description and Scope of Work	6
5. Qualifications and Selection Process	7
6. Minimum Submission Requirements	7
7. General Requirements and Award	8

**SECTION 1**  
**NOTICE TO RESPONDING FIRMS**

The City of Baker, LA is seeking qualifications from professional grant administrators for the purpose of providing technical assistance and advisory services related to federal funding through the American Rescue Plan Act (ARPA) and the Coronavirus Aid, Relief and Economic Development Security Act (CARES).

Proposals should be prepared simply and economically providing a straightforward and concise description of the Respondent's ability to meet the requirements of the RFQ. They become the property of the City of Baker, LA once reviewed whether awarded or rejected. All information contained in the Respondent's proposal is subject to disclosure under the provisions of Public Act No. 442 of 1976, *Freedom of Information Act* except where specifically exempted.

Firms and/or individuals responding should have experience with federally-funded programs and be licensed to practice in Louisiana.

The City is exempt from sales taxes. The successful Respondent shall be responsible for all applicable sales and use taxes.

All proposals shall include references. The City reserves the right to contact any of the references included in the proposal submitted as well as the representatives of any of projects submitted under past experience.

This RFQ is not a bid and, therefore, no formal bid opening will be held. The intent of this RFQ is to determine the most qualified and cost-competitive firm(s) or individuals interested in this project. Responses will be evaluated using a point system described in Section 5 by a Selection Committee composed of staff members from various departments of the City.

The City of Baker reserves the right to:

- a. select a Respondent without an interview;
- b. select the top ranked Respondents to present their qualifications and approach at an oral presentation;
- c. reject any proposal it determines to be unresponsive and deficient in any of the information requested; and/or
- d. negotiate with all persons or firms submitting a Statement of Qualification in accordance with the laws of the State of Louisiana and the United States.

Neither the City nor their representatives shall be liable for any expenses incurred in connection with the preparation of a response to this RFQ.

Small and minority businesses, women's business enterprises and labor surplus area firms are encouraged to submit qualifications. Firms using subcontractors must solicit such firms in the subcontracting process. The City of Baker is an Equal Opportunity Employer; all bids must be in

CITY OF BAKER, LA  
ARPA & CARES ACT  
REQUEST FOR QUALIFICATIONS – GRANT ADMINISTRATION/TECHNICAL.ADVISORY

compliance with 2 CFR 200 Appendix II(C), 200.327-329, Appendix II(I), 200.336, 200.333, Appendix II(J) *See* 200.322, 200.325, Appendix II(D), Appendix II(B), Appendix II(E) and Appendix(G).

The City shall not be required to award a contract to any of the Respondents that submit a SOQ in response to this RFQ. At its sole and absolute discretion, the City shall determine the successful Respondent, if any. Reasons for non-award of this contract may include, but are not limited to, dissatisfaction of the submitted proposals, insufficient interest from Respondents, withdrawal of one or more of the grants or funding sources anticipated being used to fund the project.

**SECTION 2**  
**SCHEDULE**

The RFQ schedule and related deadlines are as follows:

Advertisement in Official Journal	
Notice to SMWBE & LSAF	
Posting on City’s website	
Notice to other media sites	Nov 9, 2021
Receipt of written inquiries/clarifications	Nov 15, 2021 by 2PM CST
Response to written inquiries/clarifications	Nov 15-19, 2021
Receipt of Proposals	Nov 24, 2021 @ 4PM CST
Interviews (if deemed necessary)	Nov 29, 2021 @ 8-10AM CST
Award to Successful Respondent	Nov 29, 2021
Execution of Contract	Dec 3, 2021

**SECTION 3**  
**INSTRUCTIONS TO RESPONDENTS**

*Delivery*

Interested firm(s) should submit two (2) paper copies of their Statement of Qualifications clearly marked on the front cover with, “RFQ-ARPA & CARES Act”. Responses should be addressed to

Ashley Williams  
City of Baker, Louisiana  
P O Box 707  
Baker, LA 70704.

They may also be hand-delivered to 3325 Groom Road in Baker, LA. Hand-delivered proposals must be date/time stamped by the City’s receptionist to be considered. Delivery method must ensure that responses be physically received on or before the date indicated in the Schedule.

*Questions/Clarifications and Subsequent Addenda*

A pre-proposal meeting will not be held. Questions or clarifications of RFQ requirements shall be submitted via email by the date indicated in the Schedule to [awilliams@cityofbakerla.com](mailto:awilliams@cityofbakerla.com). Please include ‘RFQ FEMA 4277-38 Inquiry’ in the subject line. Should you not receive a response within 48 hours, please contact Ashley Williams at 225-778-0300 to ensure that your email was received.

All interpretations, corrections or additional RFQ provisions that the City may decide to include will be made as an official addendum posted on its website ([www.cityofbakerla.com](http://www.cityofbakerla.com) under Administration – Finance – Bids and Proposals) for all parties to download. It is the Respondent’s responsibility to determine that it has received any addendums before submitting a response. Failure to receive any official addendum(s) shall not relieve the Respondent of the responsibility for complying with the terms thereof. The City will not be bound by oral responses to inquiries or written responses other than written addenda.

*Interviews*

The City may request interviews with one or more Respondents giving the opportunity to discuss qualifications, past experiences, proposed scope of work and fees in more detail. Such interviews will be held on November 29, 2021. Selected Respondents are selected to be available on that day between the hours of 8AM and 10AM.

*Debarment and Suspension*

Along with your Statement of Qualifications, you also must include verification that your company (as well as the company’s principal and any subcontractors) is not listed (i.e., is not debarred) through the Federal System for Award Management ([www.SAM.gov](http://www.SAM.gov)). Please include a printed copy of the search results that includes the record date.

*Award Protests*

Any protests regarding the award of this RFQ must be in writing to the Mayor’s Office within five (5) business days of the award date. It must clearly state the reason(s) for the protest. Appropriate

instructions for filing a protest will be provided. It will be reviewed by the City Attorney or his/her designee whose decision shall be final.

*Small and Minority Businesses, Women’s Business Enterprises and Labor Surplus Area Firms*

The Respondent shall, in accordance with 2 CFR 200.321 demonstrate the intended roles of SMWBE & LSAF for the project, demonstrate an ability to give priority to and show how qualified SMWBE & LSAF services would be utilized in the project team. The selected Respondent shall be responsible for providing appropriate SMWBE & LSAF documents during negotiations. Specific steps to fulfill this vendor diversity requirement include:

- Placing qualified small and minority businesses and women business enterprises on solicitation lists
- Assuring that small and minority businesses and women business enterprises are solicited whenever they are potential sources
- Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit participation by small and minority business and women’s business enterprises
- Establishing delivery schedules – where the requirement permits – which encourage participation by small and minority businesses and women’s enterprises
- Using the services and assistance, as appropriate, of such organizations as the Small Business Administration (SBA) and the Minority Business Development Agency of the U.S. Department of Commerce (DOC); and
- Requiring the Prime Contractor, if subcontracts are to be let, to take the affirmative steps listed in items (1) through (5) of this section.

*Size of Statement of Qualifications*

The total size of the SOQ submitted should be on 8.5” x 11” paper and no more than 10 pages, single-sided, in length. Certificates of liability and professional insurance do NOT count towards the RFQ page count. If concept plans and schedules are provided, they may be on 11” x 17” paper and will count for only one (1) page. Supplemental information is limited to 20 pages, must be separate from the base proposal and must clearly be labeled as “Supplemental Material”. A digital copy shall be provided in PDF format and all RFQ information should be submitted as a single file. Any additional information supplemented to the RFQ should be submitted in PDF format in a separate single file.

**SECTION 4**  
**PROJECT DESCRIPTION AND SCOPE OF WORK**

*Project Description*

The selected contractor(s) will assist the City of Baker in strategically managing applications and administration related to its federal funding through the American Rescue Plan Act (ARPA) and the Coronavirus Aid, Relief and Economic Development Security Act (CARES).

*Conceptual Plan*

Responsibilities for the administration and technical advisory services include, but is not limited to, the following:

1. Develop a process/system to capture the activity of grant funding and documentation necessary to meet reporting requirements and close-out projects,
2. Attend meetings with relevant local, State and federal officials to address eligibility and process issues,
3. Provide extensive knowledge, experience and technical competence to ensure compliance with legal and federal regulations,
4. Assist with identification of allowable costs on proposed projects,
5. Proactively identify and resolve issues that may arise related to the funding of work completed or to be completed,
6. Provide technical assistance if and where needed to foster compliance with current guidelines and local, State and federal regulations, and
7. Respond to regulatory or oversight entities if required.



**SECTION 5  
QUALIFICATIONS AND SELECTION PROCESS**

Responsive proposals will be evaluated based on information provided in the proposal. The City reserves the right to validate the claims made in the proposals through outside third parties. Evaluations will be based on the following:

<b>Item 1 Understanding and Availability</b>	<b>20 points</b>
<b>Item 2 Experience</b>	<b>40 points</b>
<b>Item 3 References</b>	<b>20 points</b>
<b>Item 4 Proposed Price</b>	<b>20 points</b>
<b>Total Possible Points</b>	<b>100 points</b>

**SECTION 6  
MINIMUM SUBMISSION REQUIREMENTS**

In responding to this RFQ, please submit a Statement of Qualifications addressing the following items at a minimum:

1. Transmittal Letter with:
  - a. RFQ subject
  - b. Name of the Respondent responding, including mailing address, e-mail address, telephone number, and name(s) of contact person(s).
  - c. The name of the person or person authorized to make representations on behalf of the Respondent, binding the Respondent.
  - d. A Statement of Familiarity confirming key personnel have read proposal attachments, visited the site and familiar with terrain and surrounding areas.
2. Description of the Understanding of the Project – Respondent’s understanding of the scope of work including approach and methodology to effectively perform same
3. Description of the Respondent Experience – detail of prior experience working on projects of similar size, scope, client type and function
4. List of no less than two (2) References – including name and contact information
5. Cost – should be inclusive of labor, materials, equipment, incidentals and other costs necessary to provide the scope of work identifying hourly rate and anticipated project costs in total

**SECTION 7**  
**GENERAL REQUIREMENTS AND AWARD**

The City reserves the right to enter into a contract without further discussion of the proposal submitted based on the initial offer received and to contract for all or a partial list of services officered in this proposal. The final award of the Project is conditional on the Respondent executing a written Contract acceptable to the City within three (3) business days of delivery. The City may elect to cancel and award to the next-highest ranked proposer if a contract is not timely executed. The City also reserves the right to reject any changes that may be proposed by any Respondent submitting a Statement of Qualifications and.

*Lobbying Certification*

Prior to contract execution, certification by the successful Respondent of the following, to the best of his/her knowledge and belief, will be required:

No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, member of Congress, an officer or employee of Congress or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement and the extension, continuation, renewal, amendment or modification of any federal contract, grant, loan or cooperative agreement.

If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, member of Congress, an officer or employee of Congress or an employee of a member of Congress in connection with this federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.

The successful Respondent shall require that the language of this certification be included in any award documents to any subcontractors and that all shall certify and disclose accordingly.

*SIZE OF STATEMENT OF QUALIFICATIONS*

The SOQ should be no more than 30 single-sided, 8.5" x 11" pages in length. Insurance certificates do NOT count towards the page count. Concept plans and schedules that may be provided can be sized for 11" x 17" paper and count for only 1 page. Supplemental information is limited to 20 pages, must be separate from the base proposal and clearly labeled as "Supplemental Material". A digital copy shall be provided in PDF format as a single file.

**THANK YOU FOR YOUR INTEREST IN PROVIDED THE REQUESTED SERVICES  
TO THE CITY OF BAKER, LA!!**