



REQUEST FOR PROPOSALS (RFP)

**General Grant Coordination and Management, Project
Management, and Capacity Building for Community Development
Block Grant – Disaster Recovery (CDBG-DR) Subaward**

Baldwin County Commission

SUBMITTALS DUE: 12/20/2023 no later than 2:00 pm CDT

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Section 1 – Purpose and Overview/Background

The Baldwin County Commission (“County”) is soliciting proposals from qualified consultants, firms, or combination thereof (“Proposers”) for general grant coordination and management, capacity building, and project management in response to a pending Community Development Block Grant – Disaster Recovery (CDBG-DR) subaward. The County expects to receive up to \$44,361,686.00 in overall CDBG-DR funding as a subrecipient of the Alabama Department of Economic and Community Affairs (ADECA), corresponding to their allocation through the U.S. Department of Housing and Urban Development (HUD) in response to Hurricanes Sally and Zeta. This solicitation by the County may result in the selection of a qualified and experienced firm, or firms, with specific experience and qualifications in the areas identified in this solicitation. For consideration, proposals for this project must contain evidence of the Proposer’s experience and abilities in the specified areas and other disciplines directly related to the proposed service.

The objective of the Request for Proposals (RFP) is to secure the services of a qualified, experienced firm, or firms, capable of providing professional services including Local Recovery Program Planning, Grant Coordination and Management, Project Management Services, and support of capacity building for all activities related to the CDBG-DR allocations provided to the County. HUD has directed funds through ADECA intended for disaster relief, long-term recovery, restoration of infrastructure and housing, economic revitalization, and mitigation, within the County’s most impacted and distressed areas. These recovery needs are a result of impacts from Hurricanes Sally and Zeta in 2020.

It is the intent and purpose that this RFP promotes a free and open competitive selection process. It shall be the Proposer’s responsibility to advise the County if any language, requirements, etc., or any combination thereof, inadvertently restricts or limits the requirements stated in this RFP to a single source. Firms with demonstrated experience in CDBG-DR, including local disaster recovery planning, recovery project management, and with an interest in making their services available to the County are invited to respond to this RFP through submittal of a proposal.

Baldwin County is located in South Alabama, USA and has a population of 231,767 citizens based upon 2020 census records. The County encompasses approximately 1,590 square miles of land. County improved and/or maintained roads account for roughly 1,600 miles. Baldwin County has just over 100 parks and other facility grounds managed by the County.

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Section 2 – Proposal Guidelines

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until **2:00 p.m. CDT, Wednesday, December 20, 2023**. Any proposals received after this date and time will be rejected. All proposals must be signed by an official agent or representative of the company submitting the proposal.

If the organization submitting a proposal must outsource or subcontract any work to meet the requirements contained herein, this intent must be clearly stated in the proposal. Additionally, all proposed costs referenced in the proposals must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or subcontracting work must include the name and description of the organizations being contracted.

All proposed costs must be itemized within the Proposal and presented as the sum of the actual materials, direct labor hours, general administration, and profit. The proposal must include a description of all proposed fees, costs, reimbursable expenses, etc., along with a schedule of hourly billable rates for all professional staff to be assigned to this project. The Proposal Cost Template form is provided for documenting a description of all proposed Project costs. Proposed labor costs should be itemized on the form by key staff positions and hourly billing rates for each Task and Subtask comprising the Project scope of work. An estimated 2.5% annual Cost Escalation should be included for staff position billing rates. The form should also be used to itemize all anticipated costs of all Project-related materials and/or reimbursable expenses, by Project Task.

Contract terms and conditions will be negotiated upon selection of the winning Proposer, or Proposers, for this solicitation for professional services. All contractual terms and conditions will be subject to review by Baldwin County Commission and will include scope, budget and other necessary items pertaining to the contract.

The County reserves and in its sole discretion may exercise the following rights and options with respect to the proposal submission, evaluation, and selection process under this RFP:

- To reject any proposals if, in the County's sole discretion, the proposal is incomplete, the proposal is not responsive to the requirements of this RFP as stated, the Proposer does not meet the qualifications set forth in the RFP, or it is otherwise in the County's best interest to do so.
- To make reasonable investigations deemed necessary and proper to determine the ability of the Proposer to perform the work.
- To supplement, amend, substitute, or otherwise modify this RFP at any time prior to selection of one or more Proposers for negotiation and to cancel this RFP with or without issuing another RFP.
- To request that some or all of the Proposers modify proposals based upon the County's review and evaluation.
- To require a Proposer to give an oral presentation or an example of the CDBG-DR grant coordination, and management, project management capabilities, and capacity building experience to the County after submittal of the RFP. Actions by the County in this regard should not be construed to imply acceptance or rejection of a proposal. The County will contact the Proposer's primary contact with further instructions should the County decide to request a presentation.

Baldwin County intends to award a contract to a qualified Proposer, or multiple Proposers, for the provision of professional services.

Proposals should address in writing the Proposer's capabilities for performing all aspects of the desired services while presenting specific information and substantiating the Proposer's methodologies, approach, and personnel assignments for completing the services requested.

Proposers must provide a listing of the personnel to be assigned to the project, including organizational structure and each person's roles and responsibilities per task. Personnel assignments from proposed subcontractors should also be included, if applicable. Resumes for each staff member assigned to this project are also required. Proposers must have sufficient and qualified staff and technical capacity immediately available to enter into and manage the tasks and services expected for the project, as highlighted by the RFP.

PRIME CONTRACTOR RESPONSIBILITIES

The contracted Proposer, or Proposers, ("Contractor") will assume responsibility for delivery of professional services and project performance, regardless of whether the Contractor subcontracts any of these items and services. The Contractor will be the sole point of contact regarding contractual matters, including performance of services and the payment of all charges resulting from contract obligations. The Contractor will be totally responsible for all obligations outlined under this RFP.

SERVICE PROVIDER QUALIFICATIONS

All Contractors, to the best of their knowledge and belief, must be in, and remain in compliance with all applicable Federal, Alabama State, County and municipal laws, regulations, resolutions and ordinances. In particular and without limitation, all Contractors must be licensed and permitted in accordance with The Code of Alabama Title 10, concerning corporations doing business within Alabama, Title 34, dealing with licensing for businesses, Title 40, concerning licenses and taxation, unless otherwise exempt. All Contractors should be prepared to timely submit to the County non-confidential evidence or documentation demonstrating that the fact they are presently licensed and permitted under Alabama law. Such non-confidential evidence or documentation is encouraged to be submitted with the Proposal Package.

The Contractor expressly acknowledges, to and for the benefit of the Baldwin County Commission, that an agreement with the County may be funded with **federal grant monies**, and therefore, Contractor expressly warrants and agrees that it shall at all times comply with all applicable federal, state, local and municipal laws and regulations. Various Federal Crosscutting Requirements apply to subrecipients of CDBG-DR funds, including regulations concerning Civil Rights and Fair Housing, and administrative regulations found in 2 C.F.R. Part 200 and 24 C.F.R. 570. For more information about the Federal regulations, visit the website <http://www.gpoaccess.gov/index.html> Code of Federal Regulations.

All firms must provide proof of proper certification of authority, and any required registration, to transact business in this State, in order to perform work for the Baldwin County Commission. The firm's Registration Number shall be provided within the Proposal package. For additional information, the Alabama Secretary of State, Corporate Division may be contacted at (334) 242-5324.

All vendors, contractors and grantees are required to comply with the Alabama Immigration Law under Sections 31-13-9 (a) and (b) of the Code of Alabama. Information and forms can be found on the Baldwin County Commission's Purchasing website under E-Verify at www.baldwincountyal.gov. All proposers should submit with their proposal the completed E-Verify package and Certification Regarding Lobbying Form which

can be downloaded from the Purchasing website www.baldwincountyal.gov.

All Contractors that qualify as a Disadvantaged Business Enterprise (DBE) must provide supporting documentation in their proposal along with the completed DBE Registration form that may be downloaded from the County website, www.baldwincountyal.gov. A Disadvantaged Business Enterprise or DBE means a for profit small business that (1) is at least 51% owned by one or more individuals who are both socially and economically disadvantaged or, in the case of a corporation, in which 51% of the stock is owned by one or more such individuals; and (2) whose management and daily business operation are controlled by one or more of the socially and economically disadvantaged individuals who own it.

The County is seeking to encourage participation by Proposers who are MBE/WBE business enterprises. Proposers should state whether they are an MBE/WBE business enterprise. If so, a copy of the current MBE/WBE certification letter should be provided with the Proposal.

CONTRACTOR'S AND SUBCONTRACTOR'S INSURANCE

The Contractor shall not commence work under an agreement with the County until all the required insurance has been obtained. Such insurance has not been approved by the County, nor shall the Contractor allow any Subcontractor to commence work on his subcontract until the insurance required of the Subcontractor has been so obtained and approved.

COMPENSATION INSURANCE

The Contractor shall procure and shall maintain during the life of an agreement with the County Workmen's Compensation Insurance for all of his employees to be engaged in work on the project under his Contract, and, in case of any such work sublet, the Contractor shall require the Subcontractor similarly to provide Workmen's Compensation Insurance for all of the latter's employees to be engaged in such work unless such employees are covered by the protection afforded by the Contractor's Workmen's Compensation Insurance. In case a class of employees engaged in hazardous work on the project under this contract is not protected under the Workmen's Compensation Statute, the Contractor shall provide and shall cause each Subcontractor to provide adequate employer's general liability insurance for the protection of such of his employees as are not otherwise protected. The Baldwin County Commission, its Departments and its employees shall be named as additional insured.

CONTRACTOR'S PUBLIC LIABILITY AND PROPERTY DAMAGE INSURANCE

The Contractor shall procure and shall maintain during the life of an agreement with the County a Comprehensive Liability Policy providing bodily injury and property damage coverage on an occurrence basis including damages arising from blasting explosion or collapse, mechanical equipment digging in streets or highways, and including completed operations, independent contractors and contractual general liability.

Insurance shall be contractual general liability \$500,000.00 per occurrence bodily injury and property damage; \$5,000 per person medical payments or medical expense; \$500,000.00 per occurrence bodily injury and property damage; \$5,000 per person medical payments or medical expense; \$500,000.00 personal and advertising injury; \$50,000.00 fire damage (any one firm); \$1,000,000.00. The Baldwin County Commission, its' Departments and its employees shall be named as additional insured.

The contractor shall immediately furnish a Certificate of Insurance listing the Baldwin County Commission as additional insured through the end of the contract term (annually upon renewal) for limits stated in bid specifications.

DEFAULT OF CONTRACT

If the Contractor fails to begin the work under an Agreement with the County within the time specified once the Notice to Proceed is issued, or fails to perform the Work with sufficient workers, equipment, or materials to ensure its prompt completion, or performs the Work unsuitably, or neglects or refuses to remove materials or perform anew such work as shall be rejected as defective and unsuitable, or discontinues the prosecution of the Work, or from any other cause whatsoever does not carry on the Work in an acceptable manner, or becomes insolvent or is adjudicated as bankrupt, or commits any act of bankruptcy or insolvency, or allows any final judgment to stand against him unsatisfied for a period of ten (10) days, the County may give notice in writing by registered mail to the Contractor and the Surety of such delay, neglect, or default. If within ten (10) day after receipt of such notice the Contractor does not remedy the fault specified in said notice, or the Surety does not proceed to take over the work for completion, the County shall have full power and authority, without impairing the obligation of the Contract or the Contract Bond, to take over the completion of the Work; to appropriate or use any or all material and equipment on the ground that may be suitable and acceptable; to enter into agreements with others for the completion of the Contract according to the terms and provisions thereof, or to use such other methods as in its opinion may be required for the completion of the contract. The Contractor and his Surety shall be liable for all costs and expenses incurred by the County in completing the Work and also for all liquidated damages in conformity with the terms of the Contract. In case the sum of such expense and such liquidated damages exceeds the sum, which would have been payable under the Contract, the Contractor and his Surety shall be liable and shall pay to the County the amount of such excess. Notice to the Contractor shall be deemed to be served when delivered to the person in charge or any office used by the Contractor or his representative at or near the work or by registered mail addressed to the Contractor at his last known place of business.

CONTRACT PERIOD

It is the intent of the Baldwin County Commission to enter into an agreement, or agreements, for a twelve (12) calendar month period. However, the Baldwin County Commission may, at their option and in agreement with the selected Proposer(s), renew the contract for up to two (2) additional years (2024 and 2025), in twelve (12)-month increments. The Baldwin County Commission will, in writing, notify the Contractor(s) thirty (30) days prior to expiration of the 2023 contract(s) with its intent to extend the contract(s). The prices for 2023 shall also apply to the extension period(s), along with an estimated 2.5% annual cost escalation.

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Section 3 – Proposal Submittal and Requirements

Proposals shall include all the information solicited in this RFP, and any additional data that the respondent deems pertinent to the understanding and evaluation of the proposal. The respondent should not withhold any information from the written response in anticipation of presenting the information orally or in a demonstration, since oral presentations or demonstrations may or may not be solicited.

Submittal of a Proposal shall constitute the Proposer's agreement and intent to follow and adhere to all statements, offerings and monetary incentives contained within this Proposal.

In conjunction with other material and information requested in the RFP, all Proposers responding to this solicitation shall provide three (3) copies of their proposal to the address below by **Wednesday, December 20, 2023, at 2:00 p.m. CDT.** **FAX OR EMAIL SUBMITTALS WILL NOT BE ACCEPTED.**

Baldwin County Purchasing Department
Mrs. Wanda Gautney
Purchasing Director

Mailing Address:
312 Courthouse Square
Suite 15
Bay Minette, AL 36507

Physical Address:
257 Hand Avenue
Bay Minette, AL 36507

Questions regarding this information shall be directed to Wanda Gautney, Baldwin County Purchasing Director at wgautney@baldwincountyal.gov. Questions must be received no later than **Friday, December 1, 2023, at 2:00 p.m. CDT.**

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Section 4 – Scope of Services

PROJECT DESCRIPTION – This is a request for proposals (RFP) issued by the Baldwin County Commission (“County”). The County is seeking proposals for services of providing Local Recovery Program Planning, Grant Coordination and Management, Project Management Services, and capacity building support for the County’s activities related to the CDBG-DR award for the Hurricanes Sally and Zeta unmet disaster recovery and mitigation needs. Major disasters resulted within the County from these named storm events during 2020.

This solicitation may result in the selection of one or more experienced firms to perform the services of providing Grant Coordination and Management and Project Management Services for all activities related to the CDBG-DR allocations which may be provided to the County through the U.S. Department of Housing and Urban Development (HUD) and Alabama Department of Economic and Community Affairs (ADECA) in response to Hurricanes Sally and Zeta. It is expected that the services to be provided will include the collaboration and engagement of both internal and external stakeholders for capacity building, strategic planning, and the identification of planning programs and projects to address remaining localized unmet need for Low- and Moderate- Income persons (LMI) or households, to be described and documented through development of a Local Recovery Plan (LRP).

Specifically, the services to be provided by the selected Contractor(s) may include, but are not limited to, the Tasks 1 through 4 and associated Subtasks which follow. Contracts may be awarded by the Baldwin County Commission in part or whole, for an individual or a multiple combination of Tasks 1 through 4, as described.

TASK 1: Communication and Outreach

Subtask 1.1 – Client Collaboration

- Provide strategic planning and internal capacity building to facilitate target outcomes as a qualified administrative consultant, through coordination with County departments.
- Routine, recurring communication with County for status updates, capacity building, project management and oversight.

Subtask 1.2 – Outreach Support

- Communication and participation plan development, and website content development for the CDBG-DR Program.
- Consultation and collaboration with local / regional agencies, organizations, and other project partners to strengthen operational capacity; identify opportunities for intergovernmental agreements and other strategic partnerships as beneficial to achieve desired outcomes.

Subtask 1.3 – Project Analysis

- Assist the County in identification and development of low- and moderate- income service area documentation.
- Assist the County in completing the required Four-Factor Analysis to determine and identify whether there are any populations of Limited English Proficiency (LEP) persons in the area, and subsequently, determine necessary outreach to those populations, if applicable.
- Assist the County in the development and administration of an unmet needs assessment.

Subtask 1.4 – Stakeholder Outreach

- Outreach and engagement with priority populations and designated target neighborhoods, including participating local Municipalities and Tribes, through flyers, public service announcements, networking with local agencies, scheduling and facilitating open houses and other outreach events, social media blasts, and other means, to inform project development and description within the LRP.

TASK 2: Local Recovery Plan (LRP) Development

Subtask 2.1 – Strategic Planning

- Compile project formulation and development parameters including a ranking and scoring system as prioritization criteria, in conformance with long-term recovery guidelines for eligible programs and activities supporting: 1) Housing 2) Infrastructure 3) Economic Revitalization, and corresponding to one of the three National Objectives, including: 1) Areas of low to moderate income 2) Blight and slum conditions and 3) Needs having particular urgency.
- Develop an implementation plan timeline, with milestones and detailed schedule for prioritized projects and initiatives.
- Development of detailed Program budget.
- Identification of potential leveraged funding opportunities to promote program effectiveness and sustainability.
- Develop LRP document consistent with applicable project eligibility parameters and requirements of the CDBG-DR subrecipient agreement.

Subtask 2.2 – Client Collaboration

- Routine, recurring communication with County for status updates, capacity building, project management and oversight.
- Coordination with ADECA and the County for review and approval of the LRP.

Subtask 2.3 – Outreach Support

- Support the County in the ongoing collaboration with ADECA, target populations, and other strategic local and regional partners.

Subtask 2.4 – Project Analysis

- Data analyses to define prioritized needs within vulnerable populations, and to describe potential projects and estimated costs within the LRP.
- Develop goals and performance measures corresponding to implementation of the approved LRP.

TASK 3: Administration and Compliance

Subtask 3.1 – Client Collaboration

- Routine, recurring communication with County for status updates, capacity building, project management and oversight.

Subtask 3.2 – Administrative Services

- Assist the County in conducting performance monitoring, auditing, and performance progress reporting to ADECA for the Program, as required by terms and conditions of subrecipient agreements.

- Assist the County in the review, refinement, and/or expansion of existing internal controls, policies, and procedures, for procurement, grant administration, and financial management, to comply with federal and state regulations, as well as ADECA CDBG-DR policies and guidance.
- Assist the County in the financial management and recordkeeping for expenditure of CDBG-DR funds, consistent with 2 C.F.R. Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, and with CDBG regulations as described in 24 C.F.R. Section 570.502.
- Assist the County in complying with all Federal and State statutes, Federal Crosscutting Requirements, regulations, program performance goals and timeline requirements, waivers and alternative requirements contained in the Federal Register, ADECA's policies and procedures, local ordinances, and internal controls.
- Supporting development and use of procurement standards consistent with 2 CFR §§ 200.318 through 200.327, concerning acquisitions and contracts for activities, products, and services supporting adopted LRP.
- Supporting development and use of procurement standards consistent with the provision of Alabama bid laws for the letting of public works contracts as provided in Title 39 of the Code of Alabama 1975, and/or for the acquisition of goods and services not subject to Title 39, in a manner consistent with competitive requirements that would otherwise be applicable to the County under state law for the acquisition of goods and services supporting the adopted LRP.
- Supporting adherence to CDBG regulations at 24 CFR § 570.502 for the administration and implementation of the CDBG-DR program.
- Supporting closeout of grant subawards consistent with award agreements, provisions of 2 CFR 200.343, and other policies and procedures as applicable.
- Supporting adherence to provisions of applicable federal laws, including but not limited to, conducting Environmental Reviews and developing Environmental Review Records for priority projects and initiatives.

TASK 4: Local Recovery Plan Implementation

Contracted professional services will also include administrative support to the County for implementation and management of projects and initiatives as defined within the ADECA and County-approved Local Recovery Plan (LRP). Upon approval of the LRP, subtasks and professional services to be provided by the Contractor may include, but are not limited to, the following:

Subtask 4.1 – Client Collaboration

- Routine, recurring communication with County for status updates, capacity building, project management and oversight.
- Supporting development and use of legally sufficient procurement packages to ensure full and open competition for procurement consistent with the requirements of 24 CFR 50.489(g), regarding the identification, proper solicitation, and selection of contractors qualified to perform the eligible activities or provide the products and services to be described in the adopted LRP.

Subtask 4.2 – Outreach Support

- Supporting implementation of the adopted communication plan; content development for GIS interactive maps/social media/website development as necessary for Program support.

Subtask 4.3 – Administrative Services

- Supporting implementation and management of LRP-described projects and initiatives, to ensure sound financial management and meet subaward agreement conditions, including project monitoring and reporting.
- Supporting the development and retention of records which describe how the funded activities meet one or more of the National Objectives.

- Supporting implementation of disaster recovery projects and initiatives, consistent with performance goals described in subrecipient agreements and within the approved LRP.
- Development and execution of subawards and agreements for priority project implementation.
- Supporting the monitoring of CDBG-DR-funded Programs, projects, and activities of subtier subrecipients and contractors.
- Supporting the reliance on general cost principles and standards for procurement as published in the *Code of Federal Regulations* at 2 CFR §200.403 through 2 CFR §200.405, concerning allowability, reasonableness, and allocability of costs for activities, products, and services supporting the adopted LRP.
- Supporting ongoing compliance monitoring and progress reporting procedures as required by ADECA for the CDBG-DR Grant Program for Hurricane Sally and Zeta subgrant recipients.
- Supporting development of requests for reimbursement for costs incurred during the implementation and management of projects and initiatives as defined within the ADECA and County-approved LRP.
- Supporting management of projects as described in the adopted LRP consistent with policies and procedures described within the ADECA *CDBG Management and Implementation Manual*.
- Supporting conformance with Duplication of Benefits Policies and Procedures, as found in Federal Register, February 3, 2022, Volume 87, No. 23, at page 6377 and at page 6388, with Duplication of Benefits Requirements under the Stafford Act for CDBG-DR grantees, and with the ADECA CDBG-DR Duplication of Benefits policies and procedures.

Subtask 4.4 – Stakeholder Outreach

- Outreach and engagement with target communities and project partners, post-ADECA and County LRP approval, supporting Program implementation.
- Ongoing outreach and engagement with priority populations and designated target neighborhoods;
- Coordination with local governments, regional, and other strategic partners to implement and complete eligible activities, as described in the approved LRP.

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Section 5 – Evaluation Criteria

The evaluation of Proposer qualifications and capabilities shall include the following factors and will be scored and weighted as described below: technical methodology; experience; past record; past performance; adequacy of personnel; abilities of personnel; willingness and ability to meet time and budget requirements; recent, current and projected workload; location; approach to the project; capacity and ability to furnish the required services; volume of work previously awarded to each firm submitting proposals.

Proposals timely received will be assessed by the County’s Evaluation Committee based on the criteria and corresponding maximum values for the factors which may be assigned, as shown in the table below. In their evaluation of proposals, Committee members will assign a score on a numeric scale, from 0 to 5, for each criterion. The numeric rating scale to be used for assigning values relies on the following scores/factors: “0” - Fails to Fit; “1” - Poor Fit; “2” - Fair Fit; “3” - Good Fit; “4” - Very Good Fit; “5” – Excellent Fit.

<u>EVALUATION CRITERIA*</u>	<u>WEIGHT</u>
<u>Proposed Technical Approach (Methodology)</u>	<u>(25 %)</u>
<u>Capacity to Meet Milestones and Timelines</u>	<u>(15 %)</u>
<u>Experience on Similar Projects/Past Performance</u>	<u>(15 %)</u>
<u>Firm Qualifications and Capabilities</u>	<u>(15 %)</u>
<u>Client References for Similar Projects</u>	<u>(10 %)</u>
<u>Cost and Value</u>	<u>(20 %)</u>
TOTAL 100 %	

***Descriptive details for each of the evaluation criteria and how the proposer may be expected to demonstrate proficiency and qualifications within their submittals and oral presentations if applicable, include the following:**

Proposed Technical Approach: Proposer’s creativity; technical approach exhibiting a balance of qualitative and quantitative considerations; description of logical processes and methodologies; demonstration of quality control measures; application of best available technologies and analytics.

Capacity to Meet Milestones and Timelines: Assigned employees’ depth of skills; number of employees proposer would devote to the Project; key personnel to be assigned; firm’s proximity / familiarity with the project area; flexibility of the firm / project team;

Experience on Similar Projects/Past Performance: Length of time proposers have been in business; diversity of experience proposers have in federal grant programs; financial capacity of the firm to undertake the scope of work; reference to past or current contracts for services that are similar in nature to the subject scope of work.

Firm Qualifications and Capabilities: Proposer’s experience and depth of knowledge of the CDBG program; staff experience in particular CDBG program areas (e.g., acquisition, housing, rehabilitation, etc.); proposer’s unique contributions or processes developed in the conduct of previous CDBG program(s); quality and responsiveness of the proposal submitted; quality of the proposer’s oral presentation, if applicable.

Client References for Similar Projects: The quality of past performance, strength of collaborative client / vendor relationships and level of trust, and examples of positive project coordination, as described by client references.

Cost and Value: The nature and scope of the services rendered in relation to the service required; proposed cost relative to the developed Independent Estimate of Costs for the Project; consideration of applicable federal, state, and internal standards for professional service costs, including the reasonableness and necessity of proposed cost.

RFP SCHEDULE – The following schedule is the PROPOSED schedule for evaluations.

Deadline for Proposal Questions [12/01/2023 no later than 2:00 pm CDT]

Proposal Due Date [12/20/2023 no later than 2:00pm CDT]

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Section 6 – Hourly Rate Schedule

The hourly rates for personnel to be assigned to the project shall include all costs including applicable overhead and profit, lodging, meals, transportation, rentals, telephone costs, cameras, and other incidentals. Proposed costs for professional fees must not exceed the limits imposed by State CDBG Intergovernmental Policy Letter Number 12(a) or the FmHA Engineering Scale. Proposer should submit hourly rates and estimated total labor hours for the Project period, per Task, Subtask and Position. An estimated 2.5% annual Cost Escalation should be included for staff position billing rates. A Proposal Cost Template form is included for use in itemizing all labor costs, cost of materials and other reimbursable expenses for the Project.

HOURLY RATE SCHEDULE

NAME OF BUSINESS:

CONTACT PERSON: _____

EMAIL ADDRESS: _____

AUTHORIZED SIGNATURE: _____

Task	Position	Rate	Number of Hours	Total Cost
Task 1 – Communication and Outreach				
	Subtotal			
Task 2 - Local Recovery Plan (LRP) Development				
	Subtotal			
Task 3 – Administration and Compliance				
	Subtotal			
Task 4 – Local Recovery Plan Implementation				
	Subtotal			
TOTAL				

**These hours are not intended to represent the actual contract amount but are estimates of time required, to be provided as an example of a typical work week. The actual contract value will be negotiated with the successful proposing organization prior to issuance of the Notice to Proceed for the agreement.

Section 7 – Client References

PROFESSIONAL REFERENCES

Please provide three (3) current and correct references from clients for similar services.

1. Company Name: _____
Contact Person: _____
City, State: _____
Telephone Number: _____
Email Address: _____
Description of project: _____
Contract Amount: _____
Start/End Date of Contract: _____

2. Company Name: _____
Contact Person: _____
City, State: _____
Telephone Number: _____
Email Address: _____
Description of project: _____
Contract Amount: _____
Start/End Date of Contract: _____

3. Company Name: _____
Contact Person: _____
City, State: _____
Telephone Number: _____
Email Address: _____
Description of goods or services provided: _____
Contract Amount: _____
Start/End Date of Contract: _____

PROPOSAL COSTS FORM

Baldwin County Commission

LABOR

This document must be completed and included in your Submittal

Scope of Work	Key Staff Positions	Billing Rate	Labor - Hour Assignment (Hrs / Week)	Weeks for Task	Labor - Hour Assignment (Hrs / Task)	Proposed Cost
TASK 1 - Communication and Outreach (9 months / Planning Phase)						
Subtask 1.1 - Client Collaboration				36		\$ -
				36		\$ -
				36		\$ -
				36		\$ -
				36		\$ -
				36		\$ -
Subtask 1.2 - Outreach Support				36		\$ -
				36		\$ -
				36		\$ -
				36		\$ -
				36		\$ -
				36		\$ -
Subtask 1.3 - Project Analysis				36		\$ -
				36		\$ -
				36		\$ -
				36		\$ -
				36		\$ -
				36		\$ -
Subtask 1.4 - Stakeholder Outreach				36		\$ -
				36		\$ -
				36		\$ -
				36		\$ -
				36		\$ -
				36		\$ -
						\$0.00

Scope of Work	Key Staff Positions	Billing Rate	Labor - Hour Assignment (Hrs / Week)	Weeks for Task	Labor - Hour Assignment (Hrs / Task)	Proposed Cost
TASK 2 - Local Recovery Plan Development (9 months / Planning Phase)						
Subtask 2.1 - Strategic Planning				36		\$ -
				36		\$ -
				36		\$ -
				36		\$ -
				36		\$ -
				36		\$ -
				36		\$ -
Subtask 2.2 - Client Collaboration				36		\$ -
				36		\$ -
				36		\$ -
				36		\$ -
				36		\$ -
				36		\$ -
Subtask 2.3 - Outreach Support				36		\$ -
				36		\$ -
				36		\$ -
				36		\$ -
				36		\$ -
				36		\$ -
				36		\$ -
Subtask 2.4 - Project Analysis				36		\$ -
				36		\$ -
				36		\$ -
				36		\$ -
				36		\$ -
				36		\$ -
				36		\$ -
						\$0.00

Please include a Cost Escalation for Year 2 at 2.5%, and for Year 3 at 2.5%

Scope of Work	Key Staff Positions	Billing Rate	Labor - Hour Assignment (Hrs / Week)	Weeks for Task	Labor - Hour Assignment (Hrs / Task)	Proposed Cost
TASK 3 - Administration and Compliance (Year Two - Plan Implementation Phase)						
Subtask 3.1 - Client Collaboration				48		\$ -
				48		\$ -
				48		\$ -
				48		\$ -
				48		\$ -
				48		\$ -
				48		\$ -
Subtask 3.2 - Administrative Services				48		\$ -
				48		\$ -
				48		\$ -
				48		\$ -
				48		\$ -
				48		\$ -
						\$0.00
TASK 3 - Administration and Compliance (Year Three - Plan Implementation Phase and Closeout)						
Subtask 3.1 - Client Collaboration				48		\$ -
				48		\$ -
				48		\$ -
				48		\$ -
				48		\$ -
				48		\$ -
				48		\$ -
Subtask 3.2 - Administrative Services				48		\$ -
				48		\$ -
				48		\$ -
				48		\$ -
				48		\$ -
				48		\$ -
						\$0.00

Please include a Cost Escalation for Year 2 at 2.5%

Scope of Work	Key Staff Positions	Billing Rate	Labor - Hour Assignment (Hrs / Week)	Weeks for Task	Labor - Hour Assignment (Hrs / Task)	Proposed Cost
TASK 4 - Local Recovery Plan Implementation (Year Two - Plan Implementation Phase)						
Subtask 4.1 - Client Collaboration				48		\$ -
				48		\$ -
				48		\$ -
				48		\$ -
				48		\$ -
				48		\$ -
Subtask 4.2 -Outreach Support				48		\$ -
				48		\$ -
				48		\$ -
				48		\$ -
				48		\$ -
				48		\$ -
Subtask 4.3 - Administrative Services				48		\$ -
				48		\$ -
				48		\$ -
				48		\$ -
				48		\$ -
				48		\$ -
Subtask 4.4 - Stakeholder Outreach				48		\$ -
				48		\$ -
				48		\$ -
				48		\$ -
				48		\$ -
				48		\$ -
						\$0.00

Please include a Cost Escalation for Year 3 at 2.5%

Scope of Work	Key Staff Positions	Billing Rate	Labor - Hour Assignment (Hrs / Week)	Weeks for Task	Labor - Hour Assignment (Hrs / Task)	Proposed Cost
TASK 4 - Local Recovery Plan Implementation (Year Three - Plan Implementation Phase)						
Subtask 4.1 - Client Collaboration				48		\$ -
				48		\$ -
				48		\$ -
				48		\$ -
				48		\$ -
				48		\$ -
Subtask 4.2 -Outreach Support				48		\$ -
				48		\$ -
				48		\$ -
				48		\$ -
				48		\$ -
				48		\$ -
Subtask 4.3 - Administrative Services				48		\$ -
				48		\$ -
				48		\$ -
				48		\$ -
				48		\$ -
				48		\$ -
Subtask 4.4 - Stakeholder Outreach				48		\$ -
				48		\$ -
				48		\$ -
				48		\$ -
				48		\$ -
				48		\$ -
						\$0.00

MATERIALS AND REIMBURSABLE EXPENSES

Materials and Reimbursable Expenses shall include the estimate of actual expenses to be incurred directly in connection with the Project for travel, printing, postage, Project-related materials typically having a one-time use, and similar incurred expenses.

Scope	Anticipated Project-Related Materials and/or Reimbursable Expenses	Quantity (Units)	Price (per Unit)	Estimated Cost
TASK 1 - Communication and Outreach (9 months / Planning Phase)				\$ -
				\$ -
				\$ -
				\$ -
TASK 2 - Local Recovery Plan Development (9 months / Planning Phase)				\$ -
				\$ -
				\$ -
				\$ -
TASK 3 - Administration and Compliance (Years Two and Three - Plan Implementation Phase + Closeout)				\$ -
				\$ -
				\$ -
				\$ -
TASK 4 - Local Recovery Plan Implementation (Years Two and Three - Plan Implementation Phase)				\$ -
				\$ -
				\$ -
				\$ -
TOTAL COST:				\$ -

TOTAL PROPOSED COST PER YEAR - YEAR 1:	
TOTAL PROPOSED COST PER YEAR - YEAR 2:	
TOTAL PROPOSED COST PER YEAR - YEAR 3:	
TOTAL COST MATERIALS AND REIMBURSABLE EXPENSES:	
PROPOSED TOTAL PROJECT COST:	