

RFP FOR CDBG GRANT ADMINISTRATION

The City of Storm Lake is requesting proposals for grant administration services to assist with a project funded with Community Development Block Grant (CDBG) funds through the Iowa Economic Development Authority (IEDA).

The City of Storm Lake is seeking funds to assist low-and-moderate-income households by addressing critical roofing deficiencies that threaten the health, safety, and long-term habitability of their homes. Funds may be used for rehabilitation of privately owned, single-unit residences meeting the CDBG Low/Moderate Income Housing (LMH) national objective.

The selected contractor will work with the City of Storm Lake to ensure compliance with CDBG Program requirements.

The following outlines work specifications and the request for proposals:

I. Scope of Work: The scopes of services that the consultant must be prepared and qualified to provide are as follows:

- a. Prepare Environmental Review Record and submit all other items required to clear the Contract Conditions outlined in the City of Storm Lake's CDBG contract, within the timeframe specified by IEDA.
- b. Prepare draw/disbursement requests to ensure consistency with the procedures established for the CDBG Program.
- c. Ensure that the City of Storm Lake has an acceptable financial management system as it pertains to finances of the CDBG Program. An acceptable system includes, but is not limited to, cash receipts and disbursements journal and accompanying ledgers, and should conform to generally accepted principles of municipal accounting.
- d. Establish project files in the local government's office. These files must demonstrate compliance with all applicable state, local, and federal regulations. The project files must be monitored throughout the program to ensure that they are complete and that all necessary documentation is being retained in the community's files.
- e. With the assistance of the City of Storm Lake, help conduct public hearings. This includes, but is not limited to, such things as assisting with public notices, conducting hearings, etc.
- f. Assist City of Storm Lake in complying with regulations governing land acquisition (real property, easements, rights of ways, donation of property, etc.) as necessary.
- g. Assist the project engineer in the preparation of bid documents and supervise the bidding process consistent with state and federal regulations.

- h. Secure the Department of Labor's federal wage decisions and include those in the bid documents.
- i. Prepare construction contracts that comply with state and federal regulations and include necessary language. Examples are 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), 2 CFR 200, EO 11246 (for contracts over \$10,000) and Build America, Buy America Act (BABA).
- j. Obtain contractor clearance(s) from IEDA.
- k. Check weekly payrolls to ensure compliance with federal wage decision(s). Conduct on-site interviews and compare the results with the appropriate payrolls.
- l. Monitor construction to ensure compliance with equal opportunity and labor standards provisions.
- m. Attend and assist the City of Storm Lake during the IEDA's project monitoring visit(s). Prepare City of Storm Lake's response to all monitoring findings and coordinate efforts to provide additional information as needed to IEDA.
- n. Assist City of Storm Lake with meeting state/federal affirmatively furthering fair housing requirements.
- o. Assist in a final inspection of the project and in the issuance of a final acceptance of work.
- p. Assist City of Storm Lake in meeting the state's financial reporting requirements.
- q. Prepare close-out documents as needed by IEDA.

II. Statement of Qualifications. Proposals to the City of Storm Lake should include the minimum information:

- Description of experience with IEDA's CDBG program
- Description of past grant administrative services provided
- Description of organizational capacity to complete all necessary grant administration activities, including resumes of all employees who will be or may be assigned to this project
- References from previous clients of related work within the past five years

III. Proposed cost of services. Proposals to the City of Storm Lake should include the proposed cost to accomplish all scope of work for activities outlined above.

IV. Evaluation criteria. The City of Storm Lake will evaluate, and rank proposals received according to the following criteria:

	<u>Maximum</u>
Experience with the state’s CDBG program:	30 points
Previous work performance:	30 points
Capacity to complete scope of work:	20 points
Proposed cost:	<u>20 points</u>
Total:	100 points

V. Deadline for submission. Proposals must be submitted no later than March 13, 2026, at 4:00 PM. Proposals should be submitted to Mayra Martinez, City Clerk, PO Box 1086, 620 Erie Street, Storm Lake, Iowa 50588

Questions regarding this request for proposals should be directed to Lee Dutfield by telephone at 712-732-8000 or by email to dutfield@stormlake.org.