

Request for Professional Services Proposals (RFP)

Administration Division and Operating Agency Fiscal Procedures Manuals

For the City of St. Louis

Issued by: City of St. Louis, Community Development Administration (CDA)

Issuance Date: July 27, 2020

Proposal Due: August 28, 2020

Introduction

The City of St. Louis requests proposals from qualified consultants for the completion of two Policies and Procedures Manuals. The first manual will address day-to-day activities for the Administration Division of the Community Development Administration (CDA) consisting of a Monitoring/Compliance Section and the Fiscal Section. The second manual will be geared towards the Operating Agencies that receive funding annually from CDA and will update and replace the *2005 CDA Operating Agency Fiscal Procedures Manual*.

The City of St. Louis receives an annual allocation of Community Development Block Grant funds (CDBG) and HOME Investment Partnership funds (HOME) from the U.S. Department of Housing and Urban Development (HUD). CDA utilizes these funds to promote neighborhood growth and stabilization through community development and the production of new and rehabilitated housing, especially for low- and moderate-income people. CDA achieves this goal by applying for, receiving and administering HUD funds for city development activities and program activities eligible to be funded with HUD funds, and by complying with all lawful and applicable rules, regulations and reporting requirements imposed by HUD in connection with its grants of funds. To accomplish its mission, CDA is divided into two main divisions—the Administration Division, which includes the Fiscal and Monitoring Sections, and the Housing Division, which includes the Housing Programs and Residential Development Sections. (The Housing Division is currently having Policy and Procedure Manuals written and the proposals will not need to cover day-to-day operations for the Housing Division).

CDA will award a contract to the lowest and most responsive proposal. Project selection is subject to federal funding and is at the sole discretion of the City of St. Louis.

Background

Administration Division:

CDA's Administration Division is responsible for programmatic and fiscal monitoring. The manual for this section will need to incorporate policies and procedures and day-to-day activities of the staff

working in these departments. Such tasks include ensuring compliance with all HUD regulations governing Community Development Block Grant funds as well as related federal requirements including but not limited to Davis-Bacon, Section 3, Environmental Review, Section 504, and Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. The Monitoring Section is responsible for conducting subrecipient monitoring of recipients of CDBG funds as well as routing contracts, processing procurement requests from Operating Agencies and compiling various reports including entries into IDIS as well as many other tasks. The Fiscal Department is responsible for processing payment requests, preparing vouchers, performing reconciliations, financial reporting, preparing audit responses, preparation of expenditures and payroll summary sheets, and fiscal monitoring of subrecipients in addition to other responsibilities.

CDA utilizes a grants management system called EGrAMS which allows applicants for CDBG funding to search for existing CDA Grant opportunities, apply for CDA funding online; and review funding status online. It also enables organizations to review their contract status online, update contact information online and submit programmatic and financial reports online. The manual will need to reflect current practices such as the use of EGrAMS for pre- and post-award requirements as well as cover the other HUD requirements as stated above.

CDA Operating Agency Fiscal Procedures Manual for Operating Agencies

CDA had previously developed a manual for Operating Agencies receiving Community Development Block Grant funds from CDA in 2005. The purpose of the *CDA Operating Agency Fiscal Procedures Manual* was to inform Operating Agencies, i.e. subrecipients of CDA funding, of the rules, regulations and requirements governing the use of Community Development Block Grant funds as well as other applicable CDA and City of St. Louis requirements. This manual pre-dated EGrAMS and as such the new manual will need to incorporate EGrAMS processes such as how to apply for funding, contract administration, production of monthly programmatic and financial reports, preparing budgets, and contract and budget amendments. It will also need to include instructions on procurement and bidding processes, requesting interim payments, timesheet preparation and other CDA requirements.

Project Goals—Administration Division

- Currently CDA does not have a Policies and Procedures Manual for its Monitoring and Fiscal Sections
- Manual should cover day-to-day procedures for the Monitoring and Fiscal Sections
- Manual should incorporate all applicable federal regulations related to CDBG such as Davis-Bacon, Section 3, Environmental Review, Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
- Manual should incorporate how the Monitoring and Fiscal Sections should interact with EGrAMS

- Manual should outline procedures for preparation and submission of the Five-Year Consolidated Plan, Annual Action Plan and Consolidated Annual Performance and Evaluation Report
- Manual should provide instructions on submitting a Substantial Amendment
- Manual should proscribe processes for adhering to the Citizen Participation Plan as well as amending the plan
- Manual must detail processes for setting up and reporting accomplishments in IDIS
- Manual shall include detailed instructions for routing work programs and other contracts
- Manual should provide detailed instructions for preparing Fiscal and Programmatic Monitoring Reports
- Manual must describe processes for compiling and completing various HUD reports such as Section 3, MBE/WBE and any other HUD reports
- Manual should be developed so that it can be used as a training tool for new employees, as well as a guide for current employees
- Manual should assist HUD staff and other outside auditors to ensure staff is complying with program guidelines and regulations

Project Goals—Operating Agency Fiscal Procedures Manual

- Manual should provide detailed instructions for existing and new Operating Agencies so that they know what to expect and what will be required of them as recipients of CDA funding
- Manual must describe the process of applying for funding through EGrAMS as well as managing the grant, preparing budgets and submitting programmatic and financial reports
- Manual must describe the process of submitting interim reimbursements
- Manual should specify recordkeeping requirements including timesheets and payroll records
- Manual should outline Fiscal and Programmatic Monitoring so that the Operating Agencies know what to expect for a monitoring visit
- Manual should inform Operating Agencies of their requirements and responsibilities under the Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
- Manual should assist Operating Agency staff to ensure compliance with program guidelines and regulations

Project Approach

The selected consultant will lead the development of the manuals, and may be assisted by City staff for timely completion. The consultant will have overall responsibility for the project. Accordingly, the consultant must be knowledgeable of HUD programs, regulations, and requirements, and must have demonstrated capacity to perform the tasks necessary to complete the project. The consultant, with City oversight and review, will be primarily responsible for work related to project management, research and preparation of the required documents, and drafting of the manuals.

City staff will be available for interviews, and may be available to provide assistance for work related to data collection. However, it should be understood that the City has limited staff availability to support the project and will rely on the personnel, experience, and expertise of the consultant to ensure all necessary components of the process and plan are completed in a timely manner.

Expectations for Bidders:

- Conduct numerous interviews with CDA staff including the Executive Director, Director of Compliance, Fiscal Manager, Special Assistant for Development, Accounting Manager and Community Development Supervisor
- Bidders should be familiar with Community Development Block Grant regulations and requirements
- Bidders should be familiar with other related federal requirements such as Section 3, Environmental Review, Davis-Bacon, Section 504, etc.
- Bidder must be familiar with HUD reporting systems and requirements, including but not limited to the Integrated Disbursement and Information Systems (IDIS), eLOCCS, Section 3, MBE/WBE, etc.
- Bidder must be familiar with HUD processes for the Consolidated Plan, Annual Action Plan, Consolidated Performance and Evaluation Report, and Citizen Participation Plan
- Winning firm must have proof of general liability insurance.
- Winning firm must obtain a City business license and register on the earnings tax rolls if not currently so.

Project Timeline

CDA would like to achieve the following schedule:

- November 16, 2020: Draft Manual(s) Due to CDA
- December 14, 2020: Final Manual(s) Due to CDA

Bidder Submission

The deadline for the submission of proposals is August 28, 2020. Responses should be addressed to:

Mr. Bill Rataj
Director of Housing
Community Development Administration
1520 Market – Suite 2000
St. Louis, MO 63103

To be considered responsive, a proposal must contain the following, prefaced by a table of contents, referenced by number and in the order below:

1. A brief description of the history and organization of the bidder's firm, and a detailed list and description of any proposed subcontractor.
2. A narrative explaining the bidder's interest, particular abilities, innovative approaches, qualifications, and unusual problems anticipated, if any, related to this project.
3. Bidder's experience in projects of size and scope created for HUD recipients. The list should include at a minimum the following information; years involved in the industry, key customers, and the size and type of manuals and guides delivered within the past five years.
4. Designation of a Project Manager, along with qualifications, background, and experience of the Project Manager and other staff proposed to work on the project.
5. Copies of professional certifications or other credentials, together with evidence that bidder, if a corporation, is qualified to conduct business in Missouri.
6. The most recent year's annual reports, or comparable document, including detailed current profit and loss, assets and liabilities, and other relevant financial data.
7. A description of at least three (3) similar projects completed by the bidder within the past three (3) years. Include personal references with contact information for each.
8. Detailed timeline and schedule for completion of both the Administration Manual and the Operating Agency Fiscal Procedures Manual.
9. Description of services to be provided by the Bidder/lead consultant, and which services will be completed by sub-consultants, if any.
10. A detailed cost proposal. There must be a line for "Total Contract Cost" which shall include all costs. If submitting proposals for both manuals, a separate cost proposal should be submitted for the Housing Production Program and the Healthy Home Repair Program.
11. Project should be completed by no later than December 31, 2020. In the event that the project is not completed by the deadline, the contractor(s) shall be penalized at the rate of \$100 per day for each day past the due date unless the Community Development Administration approves an extension of the contract deadline in writing. Any such penalties will be deducted from the next payment request submitted by the contractor. A total of 10% of the contract amount will be held in retainage until such time as the final product is reviewed and approved by the Community Development Administration.

12. The final product should be provided in a template form that can be readily updated by Community Development Administration staff or their partners in order to account for new or revised HUD regulations, new procedures, inclusion of City requirements affecting the program as well as any other programmatic changes.

The City of St. Louis reserves the right to have discussions with those bidders falling within a competitive range, and to request revised pricing offers from them and to make an award or conduct negotiations thereafter.

Submission Requirements Format Summary

The narrative shall not be more than twenty (20) pages. Proposals should be prepared simply and economically, providing a straightforward and concise description of the Bidder's ability to meet the requirements of this RFP. Emphasis should be on completeness and clarity of content.

1. Deliver six (6) physical proposal hardcopies. All responses to this RFP must include at least one (1) original of the proposal with original signatures.
2. Each set should include all components requested, including copies of any attachments.
3. Deliver electronically with the above, one .pdf version of the full proposal (via e-mail or USB flash drive).

If specific submission requirements are particularly large and self-contained they may be included in a separate appendix rather than in the body of the proposal. Submittals should not direct the evaluation team to general brochures, marketing materials or websites to obtain information related to the specific submission requirements; submittals that utilize references to external materials as an answer will be considered non-responsive.

Submittals should provide straightforward and concise information that fulfill the requirements of the RFP. Emphasis should be placed on brevity, conformity to the RFP's instructions, and completeness and clarity of content. Proposals should not include generic promotional materials and graphics that increase page count and PDF file size without addressing substantive content. Hard copy brochures and marketing materials may be included as a supplement if desired.

Proposals that fail to address each of the submission requirements above may be deemed non-responsive and will not be further considered. The City of St. Louis, solely upon its own discretion, will judge bidders on their overall compliance, and may judge a bidder to be materially compliant, even if that vendor is non-compliant to a particular requirement of the RFP.

The City, may at its option, award separate contracts for each manual, and may award a contract for the Administration Division Manual and the Operating Agencies Fiscal Procedures Manual to separate firms. As such, bidders should provide a separate pricing structure for the production costs for each manual. Bidders have the option of bidding on either one or both manuals.

Selection Process and Criteria

A committee will review responses and determine which, if any, bidders are qualified to perform the work, and evaluate the submitted proposals. The committee shall choose the lowest, most responsive, and most responsible bidder for negotiation of a contract from these qualified bidders. The committee shall also rank remaining qualified bidders in order of preference. If the City determines that it is not possible to successfully negotiate a contract with the successful bidder, the City shall discontinue negotiations and attempt to negotiate a contract with the next lowest, most responsive, most responsible bidder. This process shall continue until negotiation of a contract is successful, all qualified bidders have been exhausted, or the City voids this RFP. The City may award separate contracts to the same or different firms for the Administration Division and the Operating Agency Fiscal Procedures Manuals.

The following criteria will be used in reviewing and comparing the proposals. The Committee may add other selection criteria during the selection process:

- Responsiveness to and compliance with the RFP and submission requirements.
- The technical ability, capacity, and flexibility of the bidder to perform the contract in a timely manner and on budget, as verified by, i.e., the quality of any demonstration, client references, demonstrated success in projects with similar requirements and any other contracts with the City of St. Louis.
- The reasonability of the cost of the proposal. Costs should be itemized by type to allow the City of St. Louis to implement the solution over the term of the contract.
- Proximity of the Bidder to the City.
- Availability of financial and operating resources as required to complete the work
- M/WBE or DBE participation in project.
- Ability of the Bidder to meet statutory or ordinance requirements.
- Ability to perform with limited City assistance.

If a large number of proposals are received, the City of St. Louis reserves the right to review the proposals using a tiered evaluation system. All qualified proposals will be evaluated based on the Submission Requirements and Cost, with the top candidates advancing as finalists and receiving a full evaluation as outlined above.

Bidding General Conditions

Bidder acknowledges and accepts the following as condition of proposal submission:

1. Legal Compliance: Bidder must agree to comply with all federal, state, and local laws or regulations, which in any manner affect the service placed for bid herein. Lack of knowledge on the part of the bidder of applicable law will in no way be cause for release of this obligation. If the City becomes aware of violation of any laws or regulations, on the part of the awarded consultant, it reserves the right to reject any bid, cancel any contract, and pursue any other legal remedies deemed necessary.
2. Hold Harmless: By accepting this RFP and/or submitting a proposal in response thereto, each bidder agrees for itself, its successors and assigns, to hold the City of St. Louis, and the Community Development Administration and all of their various agents, commissioners, directors, consultants, attorneys, officers and employees harmless from and against any and all claims and demands of whatever nature or type, which any such bidder, its representatives, agents, contractors, successors or assigns may have against any of them as a result of issuing this RFP, revising this RFP, conducting the selection process and subsequent negotiations, making a final recommendation, selecting a Bidder or negotiating or executing an agreement incorporating the commitments of the selected Bidder.
3. Equal Opportunity: The City does not discriminate on the basis of race, color, religion, creed, sex, sexual orientation, age, ancestry, or national origin in consideration of this award.
4. Certification Regarding Debarment and Suspension: All bidders must complete and submit Attachment A, Certification Regarding Debarment and Suspension, with their proposal.
5. Conflict of Interest Disclosure: All bidders must complete and enclose Attachment B, a Conflict of Interest Disclosure Statement, with their proposal, disclosing all the project or consulting interests and/or clients who might benefit financially, directly or indirectly, now or in the future, from this project. If the Bidder does not have a conflict of interest, the Bidder must still include the Conflict of Interest Disclosure statement indicating that there is no conflict of interest.
6. Rights to Data: Bidder must agree that the City (and in some instances, its grantees) maintains the sole and exclusive ownership of all data inputted into the proposed grants management system, including all literary property rights, copyrights, trademarks, trade secrets, trade names, or service marks and that the City may enforce such rights directly against Bidder in the event the terms of the contract are violated. In addition, Bidder must agree that the City has six months to retrieve such data from the date of contract termination.
7. M/W/DBE Participation: Bidder must agree to comply with the Mayor's Executive Order No. 59 and Ordinance No. 70767 and any superseding Executive Orders relating to utilization of minority and women-owned businesses (MBE's/WBE's) in any subcontracting that may occur. Executive Order No.59 requires contractors and consultants to seek, through good-faith efforts, the involvement of MBE's and WBE's with a goal of participation of least 21% African American-owned business enterprise, 2% Hispanic-owned business enterprise, 0.5% Asian-owned business enterprise, 0.5% Native American-owned business enterprise and 11% Women-owned business enterprise, respectively, for the project. For additional information, please visit www.mwdbe.org

8. Living Wage Compliance: Bidder must agree to comply with “Chapter 3.99 Living Wages” of the Revised Code of the City of St. Louis (Ordinance No. 65597).
9. Unauthorized Alien Employees: Bidder must agree to adhere to provisions of Sections 285.525 through 285.555 of the revised Statutes of Missouri, 2000, as amended, and provide, by sworn Affidavit and provision of documentation, affirmation of its enrollment and participation in a federal work authorization program with respect to the employees working in connection with this Contract, Agreement or Grant. Selected consultant must sign an affirming that it does not knowingly employ any person who is an unauthorized alien in connection with this Contract, Agreement or Grant pursuant to the above-stated Statutes.
10. Submission/Acceptance/Rejection of Bids: Bidder must agree that the City reserves the right to reject any or all proposals; to select one or more bidders; to reconstitute consulting teams, to void this RFP and the review process and/or terminate negotiations at any time; to revise any conditions and stipulations contained herein, as convenient or necessary; to further negotiate fees, rates and financial arrangements, etc.; to establish further criteria for selection; to ask bidders to submit additional information or evidence of their qualifications and experience; to waive informalities in the proposals and in the proposal process; to negotiate with successful bidders in any manner and with respect to any proposal element whatsoever, including composition of bidder’s team; and to reject any and/or all proposals for any reason, in its sole discretion. In addition, this RFP does not commit the City to defray costs incurred in the preparation of a response to this request, or to procure or contract for services.
11. Property of RFP: All submitted proposals become the property of the City as public records. All proposals may be subject to public review, on request, unless exempted as discussed elsewhere in this RFP.

Questions Regarding This RFP

All questions regarding this proposal must be submitted in writing via e-mail to Bill Rataj at Ratajb@stlouis-mo.gov. Questions must be received no later than 4:00 p.m. on August 21, 2020 in order for the City to issue a timely response if it so chooses. The City shall not be obligated to respond to any question. Any questions for which the City chooses to issue a response will be sent electronically to the questioner and posted online at <http://www.stlouis-mo.gov/cda>.

Attachment A

Certification Regarding Debarment & Suspension

The undersigned certifies to the best of his or her knowledge and belief, that the proposer and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;
- (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (l)(b) of this certification: and
- (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

If the undersigned is unable to certify to any of the statements in this certification, an explanation shall be attached to this proposal.

Name of Entity

Name & Title of Authorized Official

Signature of Above Official

Date

ATTACHMENT B

Conflict of Interest Disclosure Statement

Please enclose with the proposal a statement that discloses (lists) all the project planning or consulting interests and/or clients who might benefit financially, directly or indirectly, now or in the future, from this project.

If a conflict of interest does not exist, the Consultant must still include the Conflict of Interest Disclosure statement indicating that there is no conflict of interest.