


REQUEST FOR PROPOSALS

The City of Ogallala is planning to apply for Tourism Development grant funds through the Community Development Block Grant (CDBG) Program from the Nebraska Department of Economic Development. The City is seeking "Request for Proposals" from qualified CDBG Grant Administrators willing to provide professional services for grant administration. Please email jane.skinner@ogallala-ne.gov or call 308-284-3607 for information on the scope of services and criteria, the selection process, and submittal requirements. Proposals are due by June 21, 2022, 2 p.m. Mountain Time.

Dated this 24th day of May 2022.



Jane M. Skinner, City Clerk

PUBLISH: May 30, 2022
 June 6, 2022
 June 13, 2022

REQUEST FOR PROPOSAL

To: CDBG Grant Construction Management

From: City of Ogallala

Subject: Request for Proposal (RFP) CDBG Grant Administration

Issue Date: May 24, 2022

Due Date: June 21, 2022 at 2:00 p.m. (Mountain Time)

The City of Ogallala (City) is planning to apply for grant funds through the Community Development Block Grant (CDBG) Program from the Nebraska Department of Economic Development and is seeking "Request for Proposals" from qualified CDBG Grant Administrators to provide professional services for the administration and construction management of the Tourism Development Grant.

SCOPE OF SERVICES AND CRITERIA

The Grant Administration and Construction Management services and criteria should include:

- Be a Nebraska CDBG Certified Grant Administrator.
- Oversight of the grant's accounting and master filing systems.
- Prepare special condition documents as outlined in the grant contract.
- Assist in the submittal of the mandated progress reports, status of funds, quarterly reports.
- Provide for the accounting of funds and preparation of drawdowns.
- Construction management/Davis-Bacon compliance monitoring
- Labor standards compliance officer
 - Secure applicable wage determinations
 - Review construction contracts
 - Monitor contractor compliance

SELECTION PROCESS

The selection of the Grant Administrator and Construction Management services will be according to the following criteria and weighing factors:

1. Nebraska CDBG Certified Grant Administrator (*45 points*)
2. Description of interest, qualifications, and services of Grant Administration and Construction Management in relation to scope of services and criteria (*30 points*)
3. Proposed cost and fee schedule (*25 points*)

SUBMITTAL REQUIREMENTS

The Grant Administrator and Construction Management Proposal shall include in the submittal:

- Documentation of CDBG Certified Grant Administrator and Certification Date
- Letter of interest, qualifications, and services willing to provide (limited to 1 single-sided page).
- A brief discussion of proposed scope of services and timeline (limited to 1 single-sided page).
- Proposed cost and fee schedule.

Elaborate and expensive presentation aids are neither necessary nor encouraged. After an initial review, interviews may be conducted followed by a rescoring of proposals. The proposal that best meets the needs of the City will be considered. Negotiations of the firm's proposed scope of services and contract amount may be conducted after the selection of the respondent's proposal. Only fixed price (or not to exceed) contracts will be considered. Cost and percentage of cost contracts are not allowed. The City of Ogallala is an equal opportunity employer and require all contractors and consultants to comply with all applicable Federal and State laws and regulations.

Questions and submittals shall be emailed to Jane Skinner, jane.skinner@ogallala-ne.gov, or mailed to City of Ogallala, 411 East 2nd Street, Ogallala, NE 69153 by June 21, 2022, by 2:00 p.m. Mountain Time.