

NOTICE OF REQUEST FOR PROPOSAL FOR CDBG ADMINISTRATIVE SERVICES

The City of Lexington, Nebraska, is requesting a statement of proposal for CDBG Administrative Services for an Owner Occupied Rehabilitation Grant - funded through the Nebraska Community Development Block Grant Program. The City of Lexington was awarded a CDBG OOR Project, 15-HO-33075. A portion of the project and administration has been completed. Administrative Services to complete the program through October 1, 2019, are being requested. Anyone wishing to see supporting documentation for this project should contact the City of Lexington as noted in the next section.

PROPOSAL FORMAT

The consultant shall provide one hard copy and one electronic copy of the proposal to the contact listed below by 4:00 p.m. on November 22, 2017:

Dennis Burnside, Assistant City Manager
City of Lexington, 406 E 7th Street, P. O. Box 70, Lexington, NE 68850
dburnside@cityoflex.com

PROJECT ORGANIZATION (20 Points):

Please provide consultant information as to name(s) of key personnel who would be providing the service, as well as, address, phone numbers, and office location where the majority of the day-to-day work would be performed.

EXPERIENCE (40 Points):

Consultant should provide a brief description of projects similar to the work to be performed that have been completed within the past three years. Specialized experience in administration of CDBG will be given preference.

REFERENCES (20 Points):

Names, addresses, and telephone numbers for each contact in the projects completed need to be included as reference for past projects.

SCOPE OF SERVICES AND CONTRACT COST (20 Points):

Consultant should provide a Scope of Services to be performed in administration of this CDBG contract, not including housing management, as follows:

- Activity 1) Fair Housing Activities
- Activity 2) Special Conditions for Release of Funds
- Activity 3) Preparation of Semi-Annual Reports
- Activity 4) Preparation of Drawdowns
- Activity 5) File Maintenance
- Activity 6) Prepare for Monitoring
- Activity 7) Provide One-time Tutorial to City Housing Management Staff
- Activity 8) Process Applicants and Contractors, Including Appropriate Paperwork
- Activity 9) Approve and Coordinate Actions of Contractors and Housing Management Staff

A cost for each task must be specified. A total fixed cost for fees should be included in the Scope of Services.

OTHER INFORMATION:

Authorized for up to 10 houses
Already about 18 applications at various stages, three are essentially complete
Lead-based paint contractor already on board

Contract award is anticipated on or about November 28, 2017.

The City of Lexington is an equal opportunity employer and requires all contractors and consultants to comply with all applicable Federal and State laws and regulations. Please mark your envelope **CDBG – OOR PROJECT ADMINISTRATOR**. If you have any questions or require additional information, please call Dennis Burnside at the contact information given above.