

City of Minburn RFP for CDBG Administration Services

The City of Minburn 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 Minburn is applying to receive funds to complete improvements to water lines and the water system in the community.

The selected contractor will work with the City of Minburn to ensure compliance with CDBG Program requirements. Activities will include, but are not limited to, project reporting, preparation of disbursement requests, and other activities required under the State of Iowa's CDBG Program. A full description of the work specifications is available at City Hall at 315 Baker Street, Minburn, IA, 50167.

Proposals to the City of Minburn should include the minimum information:

- Experience with IEDA's CDBG program
- Demonstrated compliance with IEDA's Certified Grant Administrator Policy
- Description of past grant administrative services provided
- A Grant Administration Staffing Plan, detailing the capacity to complete all necessary grant administration activities
- References from previous clients of related work within the past five years
- A proposed schedule that aids the City of Minburn's proposed project in meeting CDBG program constraints
- Proposed estimate for Cost of Services

Proposals must be submitted no later than May 4, 2025 by 5:00 PM. Proposals should be submitted to Chris Helm, City Clerk, at CityClerk@minburn.org or by mail to 315 Baker Street, Minburn, IA, 50167.

Questions regarding this request for proposals should be directed to Chris Helm, City Clerk, at CityClerk@minburn.org or by phone at 515.677.2245.

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The following outlines work specifications and the request for proposals:

Scope of Work

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

- Comply with IEDA's Certified Grant Administrator Policy [HERE](#), inclusive of attendance in all 'Mandatory Participant' monthly trainings.
- Prepare, or cause to be prepared, a Project Plan that outlines the deliverables of the funding program requirements with schedule milestones, inclusive of targeted dates for adoption of plans, resolutions, document execution, release of funds, construction, etc.
- Prepare Environmental Review Record and submit all other items required to clear the Contract Conditions outlined in the City of Minburn's CDBG contract, within the timeframe specified by IEDA.
- Designate a Labor Compliance Officer for DBRA-covered projects, and ensure project remains in compliance with all applicable laws and procedures, inclusive of certified payroll reviews, wage rate interviews, assessment of wage restitutions, etc.
- Prepare draw/disbursement requests to ensure consistency with the procedures established for the CDBG Program.
- Ensure that the City of Minburn 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.
- Establish project files in the local government's office to align with the data contained within IowaGrants project file. 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.
- Assist the City of Minburn with conduct public notifications & hearings in accordance with [Iowa Code 362.3](#), [24 CFR 570.486\(a\)](#) & IEDA's [Citizen Participation Plan](#). This includes, but is not limited to, preparation of public notices, preparation of resolution language, preparation of necessary signature documents, etc.
- Assist the City of Minburn in complying with regulations governing land acquisition (real property, easements, rights of ways, donation of property, etc.) and Uniform Relocation Assistance as necessary.

- Assist the project architect/engineer in the preparation of bid documents and supervise the bidding process consistent with state and federal regulations. Include all [required State and Federal funding language](#) and associated attachments such as wage decisions, BABA specifications and Section 3 compliance (as applicable).
- Obtain contractor clearance(s) from IEDA, inclusive of UEI #'s of all participating vendors in the project.
- Monitor the City of Minburn vendor performance to ensure contract performance with project scheduled and cross-cutting compliance requirements, such as equal opportunity, labor standards provisions, Section 3, BABA.
- Attend and assist the City of Minburn during the IEDA's project monitoring visit(s). Prepare City of Minburn response to all monitoring findings and coordinate efforts to provide additional information as needed to IEDA.
- Assist City of Minburn with meeting state/federal affirmatively furthering fair housing requirements.
- Ensure that a final inspection of the project has occurred and that the City of Minburn has issued final acceptance of work.
- Assist City of Minburn in meeting the state's financial reporting requirements.
- Prepare close-out documents as needed by IEDA.

Statement of Qualifications

- Proposals to the City of Minburn should include the minimum information:
- Description of experience with IEDA's CDBG program;
- Demonstrated evidence proposed Project Team Members are on IEDA's Certified Grant Administrator Program;
- 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;
- Description of past grant administrative services provided, with vignettes;
- References from previous clients of related work within the past five years

Proposed Cost of Services

Proposals to the City of Minburn should include the proposed cost to accomplish all scope of work for activities outlined above. According to IEDA Policy, these costs should not exceed 10% of the program costs and should also align with any further limitations as cited in the Program Guidelines.

Evaluation Criteria

The City of Minburn will evaluate and rank proposals received according to the following criteria:

Respondent is on IEDA's Certified Grant Administrator list: GO / NO GO
(Unscored item)

	<u>Maximum</u>
Quality of Proposal:	10 Points
Experience of specific Project Team Members with CDBG	20 points
Performance on similar projects	30 points
Capacity to complete scope of work):	20 points
Proposed cost:	<u>20 points</u>
Total:	100 points

Deadline for Submission

Proposals must be submitted no later than Tuesday, May 5 at 5:00 PM. Proposals should be submitted to:

Chris Helm, City Clerk, at CityClerk@minburn.org

Questions regarding this request for proposals should be directed to:

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Required CDBG Language

Addendum #1 on the following pages includes required federal contract language that will be included in all contracts associated with the CDBG project. Please review as part of any response to this RFP.