

RFP for CDBG Technical Services

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

The **City of Manning** has received funds to complete **a housing rehabilitation program to serve a maximum of 6 low-to-moderate income households within a target area of the City of Manning as part of the Community Neighborhood Revitalization Program.**

The selected contractor will work with the **City of Manning** 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 construction contracts that comply with state and federal regulations and include necessary language and obtain necessary signatures.
- b. Obtain contractor clearance(s) from IEDA
- c. Perform ongoing quality control inspections during construction and notate issues/concerns as needed. Conduct final inspection of the project and issuance of a final acceptance of work.
- d.) Conduct initial property inspections to determine what exterior work items are needed to comply with the Iowa Minimum Housing Rehabilitation Standards for the Exterior of Structures and HUD's Lead-Based Paint Standards.
- e) Prepare work specifications and descriptions for public bidding that are within program budgetary limits
- f) Prepare and post as a legal notice the Notice to Bid in the local newspaper. Mail out public bid materials to interested contractors and plan rooms. Identify lead-based paint and rehabilitation items for the specifications. Notify MBE & WBE as listed in the CDBG Management Guide
- g) Conduct pre-bid meeting and issue any necessary addendums.
- h) Prepare pre-bid cost estimates
- i) Prepare construction contracts and obtain necessary signatures
- j) Prepare change orders, if needed, with cost increase documentation

k.) Ensure contractor work meet project specifications

l.) Obtain necessary lien waivers

m.) Ensure compliance with lead-based paint requirements, including: providing homeowner with required notices, working with homeowner, ensuring contractor complies with lead based paint safe work practices, and perform lead-based paint clearance testing and provide lab results. This will also include assisting with temporary relocation of occupants, as needed.

n.) Manage dispute resolution as outlined in the City of Manning's Housing Rehabilitation Program administrative plan

o.) Submit all final records in electronic format to City for retention requirements

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

- Description of experience with IEDA's CDBG program
- Description of past grant technical services provided
- Description of organizational capacity to complete all necessary technical services 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 Manning should include the proposed cost to accomplish all scope of work for activities outlined above. The maximum project cost per unit is broken down below:

\$24,999	Hard Costs (All sources of funding or full abatement will be required)
\$7,001	Lead Hazard Reduction Costs
\$1,000	Lead Hazard Temporary Relocation Costs
\$4,500	Technical Services
\$1,000	Lead Hazard Reduction Costs
\$38,500	Total Costs

***Temporarily relocation is required for all assisted property owners during any rehabilitation that disturbs paint (known or presumed to be lead-based paint) and/or during any lead hazard reduction activity, except those exemptions for 24 CFR Part 35 and those exemptions approved by the IEDA Project Manager.**

IV. Evaluation criteria. The City of Manning 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 January 5, 2026. Proposals should be submitted to **Dawn Meyer, City Administrator, at dawn@manningia.com or 321 Center Street, Manning Iowa 51455** and should indicate that it is a proposal for technical assistance.

Questions regarding this request for proposals should be directed to **Dawn Meyer, City Administrator, at dawn@manningia.com or 712-655-2176.**

Section 3 Clause

This clause to be included in all RFPs/ RFQs & publications

- A. The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
- B. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 75, which implement Section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 75 regulations.
- C. The contractor agrees to post copies of a notice advising workers of the Contractor's commitments under Section 3 in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.
- D. The contractor agrees to provide written notice of employment and contracting opportunities to all known Section 3 Workers and Section 3 Businesses.
- E. The contractor agrees to employ, to the greatest extent feasible, Section 3 workers or provide written justification to the recipient that is consistent with 24 CFR Part 75, describing why it was unable to meet minimum numerical Section 3 Worker hours goals, despite its efforts to comply with the provisions of this clause.
- F. The contractor agrees to maintain records documenting Section 3 Workers that were hired to work on previous Section 3 covered projects or activities that were retained by the contractor for subsequent Section 3 covered projects or activities.
- G. The contractor agrees to post contract and job opportunities to the Opportunity Portal and will check the Business Registry for businesses located in the project area.

H. The contractor agrees to include compliance with Section 3 requirements in every subcontract for Section 3 projects as defined in 24 CFR part 75, and agrees to take appropriate action, as provided in an applicable provision of the subcontract upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 75. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 75.

I. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 75 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 75.

J. The contractor will certify that they have followed prioritization of effort in 24 CFR part 75.19 for all employment and training opportunities. The contractor will further certify that it meets or exceeds the applicable Section 3 benchmarks, defined in 24 CFR Part 75.23, and if not, shall describe in detail the qualitative efforts it has taken to pursue low- and very low-income persons for economic opportunities.

K. Noncompliance with HUD's regulations in 24 CFR part 75 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.