



## Gustav/Ike Recovery & Revitalization Program

### MEMORANDUM

August 10, 2009

**To: Parish Officials Responsible for Gustav and Ike Recovery**

**From: Stacy Bonnaffons, Gustav/Ike Program Manager, LRA/OCD-DRU**

**Re: RFP and Contract Guidance and Recommendations**

Dear Parish Official,

As you continue to assess your recovery needs, plan your recovery, and complete your Gustav/Ike Recovery Proposal for submission to LRA/OCD-DRU for the CDBG disaster funds, this document is to provide some guidance and recommendations for parishes to consider when **procuring consulting services** for Parish Recovery Proposal development and for program/project management. A draft RFP is attached ([Attachment A](#)).

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### Contracting Consultants/General RFP Guidance

As many parishes are engaging administrative consultants or other professional services ranging from consulting on proposal development to full scale CDBG contract management, the local governing body must be sure its current policy and actions contains all items required by 24 CFR 85.36. Through responding to inquiries and reviewing several RFPs that parishes have drafted related to Gustav/Ike recovery on the parish level, there are a few observations that may serve as guidance for all parishes in going forward.

- Parishes are using a mix of terminology -- RFPs, RFQs, SOQs. The terms are less important, as long as the primary compliance components are represented. Most importantly, “cost” at some point, must be one of the evaluation criteria used to evaluate proposals. Neither geographical preference nor MBE/WBE points can be used as a selection criterion according to federal regulations.
- Parishes are advised to pay special attention to their grading scheme. In order for cost to be meaningful, it should have a significant weighting in the grading criteria, at least as high as the other criteria utilized.
- Parishes are likely to find it preferential and beneficial to seek program assistance through at least two separate RFPs: one for the proposal planning/submission and another for grant and program management. Or, a parish should consider including a phrase in the bid document that indicates “services may be awarded all or in part”, which will allow and enable the parish to define a scope of services that best fits the most qualified applicant for those tasks. It will also allow the parish to make the award of the bid to one or more vendors who may respond to the bid and ultimately



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qualify at a level that meets the parish's standards. It is premature and difficult to evaluate and cost out services related to delivery and management of specific projects without knowing how many projects there will be, the type of projects, what type of environmental is required, etc.

- RFPs can request “lump sum” or “cost reimbursable” proposals. The lump sum works better for the planning type of contracts, but the tasks should be clearly laid out. Cost reimbursable is usually preferred for program administration where the required effort to produce the deliverables is less well-defined. For audit purposes, there should always be “deliverables” – i.e. products, tasks, services, etc. – that can be identified with specific costs/fees.
- LRA/OCD-DRU will have additional detailed guidance and will be holding Grants Management Training for parishes within the next few months. For specific questions on procurement requirements or on model contract templates that lay out proper payment schedules, milestones, etc., contact your LRA Outreach Representative.

I hope this information is helpful to you in planning the most effective usage of funds for recovery from the two most recent hurricanes and going forward. We will continue to post this and other program guidance on the LRA website at <http://lra.louisiana.gov> under the **Gustav/Ike Resources** tab on the left of the page and at the Office of Community Development at: [www.doa.louisiana.gov/cdbg/drhome.htm](http://www.doa.louisiana.gov/cdbg/drhome.htm). Additionally, if we can be of direct assistance to you, please either call you LRA Outreach Representative or contact me at [stacy.bonaffons@la.gov](mailto:stacy.bonaffons@la.gov); 225-439-9433.



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## ATTACHMENT A

### SAMPLE FORMAT FOR REQUESTS FOR PROPOSALS FOR PROGRAM DEVELOPMENT AND CONSULTING SERVICES GUSTAV/IKE DISASTER RECOVERY PROGRAM

**Note: The following is intended only as an example of a format which may be used to issue an RFP for program development services, to assist in the preparation of the parish Recovery Proposal for damages from hurricanes Gustav and/or Ike. Parishes (grantees) should consider the content of their RFPs very carefully before they are issued. In particular, local officials should exercise care in drafting the scope of services and give special consideration to their existing capacity to perform the services needed and those that will require a contractor.**

The (*Parish (or City)*) has been allocated Community Development Block Grant (CDBG) Disaster Funds in the amount of \$\_\_\_\_\_ by the Louisiana Recovery Authority (LRA) for disaster recovery efforts related to Hurricanes Gustav and Ike.

The (*Parish*) is soliciting proposals for program development and consulting services to assist the (*Parish*) in the development of its Recovery Proposal for submittal to the LRA and the Office of Community Development/Disaster Recovery Unit.

The scope of services to be provided will include: (*sample statements*)

1. Assist the (*Parish*) in developing a coordinated proposal to the State that addresses the effects of the covered disasters (Gustav and Ike) and provides benefits for the recovery of the impacted communities;
2. Assist the (*Parish*) in analyzing the eligible activities as defined in the Action Plan and Action Plan Amendments (www.) to determine those most applicable and relevant for the Parish in recovery and redevelopment in the program areas of community resiliency, public services, housing rehabilitation and affordable rental, public infrastructure, coastal restoration, and economic development;
3. Assist the (*Parish*) in assessing the available program options and the complexity of program compliance for the purpose of making recommendations based upon the (*Parish*) needs and capacity;
4. Assist the (*Parish*) in insuring that proposed programs and projects are based on local recovery priorities;
5. Assist the (*Parish*) in insuring the proposed programs and projects are consistent with regional and state plans;
6. Assist the (*Parish*) in determining how the selected programs and projects adhere to CDBG guidelines and eligibility, i.e. define applicable CDBG National Objectives;
7. Assist the (*Parish*) in developing [or updating] a Citizen's Participation plan for this allocation of CDBG Disaster Recovery funds;



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8. Assist the (*Parish*) in developing [or updating] a Procurement policy that meets the requirements of 24 CFR 85.36 for this allocation of CDBG Disaster Recovery funds;
9. Attend (*Parish*) meetings to provide proposed program and project status reports, updates on the Proposal and process, and attend other public meetings deemed necessary;

**Note:** The Response Factors listed below are only examples. Local officials should include any factors which they believe are appropriate.

Responses should include:

1. the firm's legal name, address, email, and telephone number;
2. the principal(s) of the firm and their experience and qualifications;
3. the experience and qualifications of the staff to be assigned to the project;
4. a description of firm's prior experience, including any similar activities (in particular those funded by CDBG); work with similar size of community; work in similar or same local area with related local entities; and, if firm has done work with the Parish or municipalities therein previously, please provide the name(s) of local official(s) knowledgeable regarding the firm's performance;
5. a description of the firm's current work activities; how these would be coordinated with the project; and, the firm's anticipated availability during the term of the project;
6. the proposed work plan and allocation of staff resources to respond to the requested activities to be performed;
7. cost and pricing ([refer to the attached sample of Cost and Price Detail](#)). Proposers shall provide an hourly rate for each job classification. Proposers are requested to breakdown the scope of services into tasks and estimate hours and cost for each task in the attached Cost Price Detail form. Proposer will identify other additional costs on the form.

**Note:** The Evaluation Factors listed below are only examples. Local officials should include any factors which they believe are appropriate to the work tasks to be involved, with relative weightings for each according to their priority. **HUD regulations require that the RFP "identify all evaluation factors and their relative importance". Cost must be a factor.**

Respondents will be evaluated according to the following factors:

- |  |         |
|--|---------|
| a. Staff Qualifications and Experience         | _____ % |
| b. Firm's Relevant and Similar Experience      | _____ % |
| c. Workplan/Approach                           | _____ % |
| d. Availability and Capacity of the Consultant | _____ % |
| e. Cost and Pricing                            | _____ % |



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The selection of finalists to be interviewed will be based on an evaluation of the written responses. The award [determined by the Parish under 24 CFR 85.36(d)(3) as to whether fixed-price or cost-reimbursement type contract to be awarded] will be made to the most qualified offeror whose proposal is deemed most advantageous to the (*Parish*), all factors considered. Unsuccessful offerors will be notified in writing as soon as possible.

Questions and responses should be directed to (*Parish*), (*Address*), (*City*), Louisiana, (*zip*). All responses must be postmarked no later than (*...date...*). Please state "Gustav/Ike Disaster Recovery Program Development Services Proposal" on the outside of the response package.

Attention of proposers is particularly called to the requirements as to conditions of employment to be observed under the contract, Section 3, Segregated Facility, Section 109, Title VI and EO 11246.

This solicitation is being offered in accordance with federal and state requirements governing procurement of professional services. Accordingly, the (*Parish*) reserves the right to negotiate an agreement based on fair and reasonable compensation for the scope of work and services proposed, as well as the right to reject any and all responses deemed unqualified, unsatisfactory or inappropriate.



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Name of Consultant		Date of Proposal	
Street Address		Federal ID Number	
City, State, Zip		Total Price \$	
<u>A. Direct Labor</u> (specify personnel by name)  Attach a copy of the scope of services identified in the contract. Each task identified in the scope of services should be assigned an estimated amount of time for completion. The total amount of time identified on the scope of services should correspond to the estimate in this section.			
<u>Est. No. of Days; Daily Rate; Est. Cost</u>			
1.			
2.			
3.			
4.			
5. <u>Total Direct Labor</u> \$			
<u>B. Overhead/Indirect Costs</u>		<u>Rate</u>	<u>Base</u>
			<u>Est. Cost</u> \$
<u>C. Other Direct Costs</u>			<u>Est. Cost</u>
1. Transportation # of on site visits			\$
2. Per Diem	# of days @ \$ /day		\$
3. Reproduction	# of pages @ \$ /page		\$
4. Other (specify)			\$
a.			\$
b.			\$
c.			\$
d.			\$
5. Total Other Direct Costs			\$



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D. <u>Subcontracts</u>	
Name of Subcontractor(s); # of days of effort; Est. Cost	
1.	\$
2.	\$
3. Total Subcontractor Cost	\$
Total Estimated Costs (Line A5+B+C5+D3)	\$
Profit	\$
Total Price	\$



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### **COST AND PRICE DETAIL**

TASKs	Estimated hours	Hourly Rate	Direct Cost per Task
1 Reviewing parish plans	45	70.00	3,150.00
2 attending parish council meetings x 3	12	70.00	840.00
3 conducting public hearings	8	70.00	560.00
4 administrative support preparing publications	10	25.00	250.00
5 updating procurement policy	6	70.00	420.00
6 updating Citizens participation plan	2	70.00	140.00
25 mailing proposals	4	25.00	100.00
<b>Total Personnel Compensation</b>	<b>87</b>		<b>5,460.00</b>

### **Other Direct Costs**

	Estimated Miles	@ \$ per mile	Mileage Costs
Mileage Costs	400	\$ 0.62	248.00

travel to Baton Rouge; travel to Parish

	Estimated Travel Days	Per Diem rate	Per diem costs
Per diem Costs	4	\$ 90.00	360.00

Meeting with LRA/OCD; staying overnight in Baton Rouge

Services or Materials Cost <i>Description</i>	# items	Cost per item	Services or Materials Cost
1 Renting rooms for public hearings	2	\$ 500.00	1,000.00
8 placing advertising for public hearings	3	\$ 75.00	225.00
<b>Total Services or Materials cost</b>			<b>1,225.00</b>

### **Total Direct Costs**

**7,293.00**

### **Indirect or Allocated Costs** *choose method*

Rate X Direct Personnel hours

Indirect or Allocated Cost <i>Office supplies, services, rentals etc</i>	Hourly Rate	Indirect Cost
	12.00	1,044.00

Rate X % of Direct Costs

Indirect or Allocated Cost <i>Office supplies, services, rentals etc</i>	Percent of Direct Cost	Indirect Cost

<b>Total Estimated Costs</b>	<b>8,337.00</b>
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