

CITY OF ALEXANDRIA  
REQUEST FOR PROPOSALS  
FOR GRANT MANAGEMENT SERVICES

The City of Alexandria is seeking the services of a qualified firm or individual to provide grant management services pertaining to the Water Main and Reservoir Improvement Project funded through the U.S. Department of Housing and Urban Development (HUD). The City is requesting Proposals from qualified firms or individuals to provide grant management services for the eligible project funded through the HUD Program.

The project includes site preparation and construction of a 1,000,000 gallon ground storage tank as well as the installation associated piping, pumping, control equipment, and all other improvements necessary to integrate the ground storage tank into the City's water distribution system.

The scope of services include, but are not limited to, federal program compliance, preparation of request for payment preparation of the Phase II Environmental Review Record, and project implementation in compliance with HUD requirements. The agreement will be on a lump sum, fixed price basis, with payment terms to be negotiated with the selected offeror.

The City of Alexandria shall evaluate each respondent on the basis of the written materials submitted and according to the following selection criteria:

1. Price Consideration (Maximum of 10 points) Provide a lump sum fixed fee proposal based upon the project funding of \$4,000,000.

The lowest priced proposal will receive the maximum points for price. Other, more expensive proposals will receive reduced amounts of points awarded for price based on the following formula with rounding to the nearest tenth.

$$\frac{\text{Lowest Proposal}}{\text{More Expensive Proposal}} \times 10 \text{ Total Possible Pts.} = \text{Pts. Allocated to a Expensive Proposal}$$

2. Qualifications of personnel to be assigned to the project – Maximum of 30 points
3. Experience of the Firm (i.e. years in business, number of grantees contracted with in the last 10 years, number of Federal projects administered in the last 10 years) -Maximum of 30 points
4. Capability of the Firm (total personnel, ability to meet time schedule, etc.) - Maximum of 30 points

All responses received will be evaluated in accordance with the selection criteria and corresponding point system. Questions should be addressed to Michael P. Marcotte, Director of Utilities at michael.marcotte@cityofalex.com. Responses to this RFP should be hand-delivered and/or mailed to Michael P. Marcotte, Director of Utilities, City of Alexandria, 915 Third Street, Alexandria, LA 71301. Responses to this RFP must be received no later than 2:00 p.m., Monday, August 28, 2023.

The City of Alexandria is an Equal Opportunity employer. Small and/or minority owned firms, and women's business enterprises are encouraged to participate.