

## REQUEST FOR PROPOSALS FOR ADMINISTRATIVE SERVICES

Due to a printing error by the Times News, the deadline has been extended to March 24<sup>th</sup>, and the publishing dates have been rescheduled to March 6<sup>th</sup> and March 13<sup>th</sup>.

The City of Buhl is seeking assistance in planning, developing, grant writing, and administering a project for the Rural Community Investment Fund Program to extend wastewater infrastructure on the east side of Buhl for future commercial growth. The time frame for this project is contingent on the grant funding time line and construction season. The present status of this project is in preliminary discussions and looking for funding options.

The City Council of the City of Buhl is soliciting proposals for services to assist the city in planning, developing, obtaining and managing grant funds for the completion of this project. The agreement will be on a lump sum, fixed price or cost reimbursement "not to exceed" basis, with payment terms to be negotiated with the selected bidder. Reimbursement for grant administration activities will be contingent on the city receiving Rural Community Investment Fund (RCIF) funds.

Services to be provided include:

1. Grant Writing to include: (services not eligible for RCIF funding)
  - a. Project planning and development
  - b. Preparing RCIF application
2. Grant administration to include: (services eligible for RCIF funding)
  - a. Establishing and maintaining project files and preparing all documentation and reports required for administration of the grant.
  - b. Assisting the city with the selection of a project's design professional, in conformance with applicable RCIF procurement requirements, including the preparation and advertisement of a request for proposals (RFP).
  - c. Assist the city and design professional in preparing and conducting project bidding documents, bid advertisement, pre-bid meeting, bid opening, and tabulation. Help city determine if bids are responsive and if low bidder is responsible.
  - d. Reviewing all proposed project expenditures to ensure their propriety and proper allocation to the project budget.
  - e. Participating in the public hearings, preconstruction conference and construction progress meetings.
  - f. Attending city meetings to provide project status reports and represent the project at any other public meetings deemed necessary.
  - g. Preparing all required performance reports and closeout documents and assisting the city with determination of applicable audit requirements.
  - h. Assist and verify jobs created and retained and assist in preparing job documentation reports.
  - i. Assist city with property or easement procurement.

The services will not include the disbursement or accounting of funds distributed by the City's financial officer, legal advice, fiscal audits or assistance with activities not related to the project.

Responses should include, and will be evaluated according to, the following criteria:

1. Capability to Perform Project (i.e. firm's history, areas of expertise, address of office that will manage project, length of time in business, firm's legal structure, firm's commitment to provide necessary resources to perform and complete project). (25 pts.)
2. Relevant Project Experience (i.e. description of other projects executed by the firm that demonstrate relevant experience. List of all public sector clients for whom you have performed similar work in the past five years, which should include name, address, and phone number of a person who can be contacted regarding the firm's performance on the project). (25 pts.)
3. Qualifications of Project Team (i.e. resumé for the key people assigned to the project including sub consultants. Key personnel roles and responsibilities on this project. Identify project manager who will be responsible for the day-to-day management of project tasks and will be primary point of contact). (25 pts.)
4. Project Approach and Schedule (i.e. the tasks that must be accomplished to complete the project. How the firm proposes to execute the tasks. Unique aspects of the project and alternative approaches the owner might wish to consider). (25 pts.)

Total Points Possible = 100

Selection of finalists to be interviewed will be based on an evaluation of the written responses. Award will be made to the most qualified bidder whom is deemed most advantageous to the City of Buhl, all evaluation criteria considered. Unsuccessful bidder will be notified as soon as possible.

Questions and responses should be directed to:

Autumn Jones, Treasurer  
203 Broadway Ave. N.  
Buhl, Idaho 83316

All responses must be postmarked by or submitted to the office of City Clerk no later than **March 24<sup>th</sup>, 2025 by 5:00 PM MST.**

Please state "City of Buhl RCIF Administrative Services Proposal" on the outside of the response package.

The City Council of Buhl 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.