



Town of Newport
15 Sunapee Street
Newport, NH 03773
(603) 863-1877
www.newportnh.gov

Request for Qualifications / Proposals

Community Development Block Grant Writing and Administration Services

Due Date: February 24, 2020 at 3:00 p.m.

INTRODUCTION

A. Purpose of this Request for Qualifications

The Town of Newport, New Hampshire is soliciting qualifications of consultants or organizations to provide grant writing services and Community Development Block Grant (CDBG) administration and related services. Grant writing services are being solicited to support the development of a housing rehabilitation program in the Town of Newport.

B. Background

The Town seeks statement of qualifications and proposals from consultants and/or organizations with a strong record in successfully assisting local governments with grant writing for implementation of the Community Development Block Grant programs. Grant writing services are being solicited to support the development of a housing rehabilitation program in the Town of Newport. Responding individuals or organizations should be qualified to provide grant administration and all related services. **This is a Section 3 contract opportunity.**

C. Major Objectives of Requests for Qualifications

The major objectives of the solicitation are to:

- 1) Identify a qualified organization or individual to provide services.
- 2) Establish competitive pricing for services.
- 3) To ensure that all services meet the Town's standards and requirements.
- 4) Identify a qualified organization or individual to:
 1. Prepare and submit grant application (due July 27, 2020)
 2. Assist with financial administration of fund
 3. Organize and manage contractor bidding, qualifying, etc.
 4. Ongoing project management
 5. Comply with all regulations for CDBG programs

D. Procurement Schedule Key Dates

The following are the estimated key dates in the schedule for this procurement and program:

Notice of Request for Qualification	January 27, 2020
Qualifications due	February 24, 2020
Award Notification	February 27, 2020
CDBG Grant Application due	July 27, 2020

QUALIFICATIONS REQUIREMENTS

A. Questions

All questions concerning this Request for Qualifications can be addressed to

Cody Morrison, Economic Development Coordinator

cmorrison@newportnh.gov or (603) 344-6278

B. Date, Time, and Place to Submit Qualifications and Quotations

One copy labeled “CDBG 2020” shall be provided and addressed to:

Town of Newport – Town Manager’s Office
Attn: Joanne Dufour
15 Sunapee Street
Newport, NH 03773

Qualifications shall be accepted until February 24, 2020 at 3:00 p.m. est. Qualifications shall be accepted in person, by courier service, or the US Mail.

Qualifications received after the process is closed shall not be accepted. It is the sole responsibility of prospective offerors to take notice of the date and time that quotations are due, and to ensure their submittals are received prior to the due date and time.

C. Qualifications and Proposals Opening

The Town’s Selection Committee or their designee shall open qualifications and proposals.

D. Minimum Offeror Qualifications

The Offeror shall have a DUNS number and have an active registration clear of exclusions with the federal System for Award Management (SAM). (www.sam.gov)

E. Integrity of Proposals

By signing a proposal, an Offeror affirms that he/she has not given any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to anyone in connection with the submitted proposals. Failure to sign the proposals, or signing it with a false statement, shall void the submitted proposals or any resulting agreements, and the Offeror shall be removed from all contractor lists.

F. Licenses

Offerors shall maintain in status all Federal, state, and local licenses and permits required for the operation of business conducted by the Offeror.

G. Costs for Preparation of Proposals

No payments shall be made to cover costs incurred by any Offeror in the preparation or submission of the quotations, nor any other associated costs.

H. Qualifications and Proposals Evaluation and Award(s)

All qualifications and proposals submitted shall be evaluated in accordance with the established criteria of qualifications, experience, capacity, and pricing.

I. Miscellaneous

The Town reserves the right to accept or reject any part of any proposals, and to accept or reject any or all proposals without penalty.

All contracts are subject to Federal and State contract provisions prescribed by the New Hampshire Community Development Finance Authority. This project is covered under the requirements of Section 3 of the HUD Act of 1968, as amended and Section 3 Business Concerns are encouraged to apply.

The Town of Newport also abides by the following laws as they pertain to HUD Assisted Projects: Title VI of the Civil Rights Act of 1964; Section 109 of the Housing and Community Development Act of 1974, Title I; Title VII of the Civil Rights Act of 1968 (Fair Housing Act); Section 104(b)(2) of the Housing and Community Development Act of 1974; Section 504 of the Rehabilitation Act of 1973 as amended; Title II of the Americans with Disabilities Act of 1990 (ADA); and the Architectural Barriers Act of 1968.