

## **REQUEST FOR PROPOSALS**

Notice is hereby given that a sealed proposal will be received by the City of New Albany Redevelopment Commission, New Albany, Indiana, until 12:00 p.m. (local time) on Monday, September 11, 2023, at City of New Albany Redevelopment Commission, ATTN: Claire Johnson, Economic Development Director, 142 E. Main Street, Suite 212, New Albany, IN 47150, for Professional Administration Services for the provision of administration and management services appropriate for the City of New Albany's CDBG Program.

Additional information and copies of the request for statements of qualifications may be obtained by contacting Shelby Carnforth, City of New Albany Redevelopment/Economic Grant Manager, (812)-948-5333.

The proposal should include the following: Name, address, and brief description of firm; Resumes of key personnel to be assigned to this project; A one-page narrative as to firm's interest, particular abilities, and qualifications related to this project; Describe other projects completed by this firm and key personnel pertinent to this project - Include reference contact information; Provide examples of knowledge, expertise and/or experience with other related work; Firm's proximity to the work area; Price to perform services identified in the proposal; Additional information as required by the owner.

The proposal shall also provide the following information: name, title, address, and telephone number of individuals with authority to negotiate and bind the proposer contractually, and who may be contacted during the period of proposal evaluation.

All respondents will have to comply with all Federal Third Party contract provisions. Equal Employment Opportunity (Executive Order 11246 Dated 9/24/65, as amended by Executive Order 11375 dated 10/13/67); Minority and Women Business Enterprise Policy (Department of Commerce); Compliance in the provision of training, employment and business opportunities; Title VI Civil Rights Act of 1964; Title VIII Civil Rights Act of 1968 (as applicable); Section 109 Housing and Urban Development Act of 1974 (as applicable); Section 504 Rehabilitation Act of 1973; Fair Housing Amendments Act of 1988 (as applicable); Age Discrimination Act of 1975; Americans with Disabilities Act of 1990; Certification of Non-Segregated Facilities; Retention and Access Requirements for Records; Conflict of Interest; Remedies/Sanctions or Breach of Contract Terms; Termination of Contract for Cause – (All Contracts in Excess of \$10,000); Termination for Convenience – (All Contracts in Excess of \$10,000); Changes to Resources; Contractor to Furnish Necessary Personnel Resources; Reports and Information; Records and Audits; Copyright and Patent Rights; Compliance with State and Local Laws; Disclosure Reports; Compliance with Copeland "Anti-Kick Back" Act; Compliance with Davis-Bacon Act; Compliance with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act; Compliance with Clean Air and Water Acts (Applicable to all Contracts over \$100,000); Drug-Free Workplace Requirements, and Others that may be Appropriate as Necessary.

Proposal evaluation criteria shall include the following (with the weight value in parentheses after each):

1. Firm's history and resource capabilities to perform required services. (1-10 points)
2. Evaluation of assigned personnel. (1-10 points)
3. Related experience. (1-10 points)
4. Financial Management and Cost Allocation experience and results. (1-10 points)
5. Familiarity with local experience and results. (1-10 points)
6. Ability to relate to project. (1-10 points)
7. Analysis of narrative statement. (1-10 points)
8. Reference check. (1-10 points)

9. Price comparison. (1-10 points)

Please submit three (3) copies of the Proposal of each prospective organization in a sealed envelope to **City of New Albany Redevelopment Commission, ATTN: Claire Johnson, Economic Development Director, 142 E Main Street, Suite 212, New Albany, IN 47150**, clearly marked with the project name “**NARC CDBG Program – Professional Administration and Management Services Proposal**”, no later than 12:00 PM (local time) on Monday, September 11, 2023. Proposals received after this time will be returned unopened.

NARC may or may not negotiate the fee schedule with one or more offers. NARC reserves the right to reject any and/or all proposals. The City of New Albany is an Equal Opportunity Employer. Offerors may desire additional information, a site visit, or clarification regarding the Proposal. If so, please contact Claire Johnson between 9:00 a.m. and 3:00 p.m. local time at (812) 948-5333.

Claire Johnson  
Economic Development Director  
City of New Albany Redevelopment Commission  
142 E. Main Street, Suite 212  
New Albany, IN 47150