



Sunset Capital of Alabama™

Town of Dauphin Island

1011 Bienville Boulevard Dauphin Island, Alabama, 36528

Phone: (251) 861-5525 Fax (251)-861-2154

<http://TownOfDauphinIsland.Org>

August 15, 2019

Request For Proposals

Professional Grant Administrative Services

The Town of Dauphin Island, Alabama, is accepting Proposals from qualified individuals and/or companies for Professional Grant Administrative Services.

The deadline for submitting proposals is September 5, 2019 at Noon (CST). For additional information visit the town's website at www.townofdauphinisland.org or call (251)861-5525 x 225.

The Town of Dauphin Island is an Equal Opportunity Employer.

**REQUEST FOR PROPOSALS
FOR
PROFESSIONAL GRANT ADMINISTRATIVE SERVICES**

Town of Dauphin Island, Alabama

August 15, 2019

A. PURPOSE:

1. The Town of Dauphin Island, Alabama (TODI), is requesting proposals from qualified individuals or firms to provide Professional Grant Administrative services related to the continued restoration of Alabama's Gulf Coast through implementation of projects and programs to be funded in whole or part by various grants.
2. Projects may be funded by the following programs:
 - i. the Direct Component (Bucket 1) or State Expenditure (Bucket 3) of the Resources and Ecosystems Sustainability, Tourist Opportunities, and Revived Economies of the Gulf Coast States Act of 2012 (RESTORE Act);
 - ii. National Fish and Wildlife Foundation Gulf Environmental Benefit Fund (NFWF GEBF);
 - iii. Natural Resources Damage Assessment (NRDA); and,
 - iv. Gulf of Mexico Energy Security Act of 2006 (GOMESA).
3. Grants may fund the following types of Projects:
 - i. Master Planning, Design and Engineering
 - ii. Environmental Restoration
 - iii. Land Acquisition
 - iv. Infrastructure

B. CURRENT PROJECTS:

1. The TODI is receiving a Bucket 1 Award from the Alabama Gulf Coast Recovery Council for Phase I of its Aloe Bay Harbour Town Project. Phase I encompasses Master Planning, Preliminary Design and Land Acquisition activities. The Phase I award is anticipated to be approximately \$2.5M. Remaining funds available for two additional phases of the Project equals approximately \$14 million.
2. The TODI is also anticipating a GOMESA award to fund land acquisition and construction of a boat ramp and associated parking.

C. SCOPE OF SERVICES:

1. The individual or firm selected shall be required to provide professional grant administrative and management services whose level and scope will be determined by the TODI.
2. Specific administrative services required shall include, but not be limited, to the following;
 - i. Assist the TODI in meeting financial, programmatic, administrative and bookkeeping requirements of the program, including preparation of drawdown requests, monthly reporting and semi-annual performance and financial reporting.
 - ii. Assist the TODI in meeting the record-keeping requirements of the program, including the establishment and maintenance of an acceptable filing system.

- iii. Assist the TODI in contract administration and monitoring requirements of the program, including enforcement of compliance requirements.
 - iv. Prepare advertisements for applicants and contractors.
 - v. Furnish the TODI with all forms necessary for the implementation of project activities included in the approved application.
3. Act as a liaison between the TODI, contractors, engineers, Alabama Department of Conservation and Natural Resources, state and Dept. of Treasury to ensure program is managed efficiently and in full compliance.
 4. Prepare any program amendments as necessary during the duration of the project.
 5. Prepare and coordinate the submission of the appropriate documents to all necessary agencies and entities for program reporting, close-out and completion.

D. PROPOSED COST OF SERVICES

1. **Please provide your cost proposal to accomplish the above scope of services based on an hourly rate by proposed job classification. Please note that the lowest bid will not be used as the sole basis for entering into this contract; rather, awards will be made to the firm or individual providing the best value to the TODI along with other factors considered.**

E. SCHEDULE / SELECTION PROCESS AND

Request for Qualifications Published: August 15, 2019

Proposal Deadline: September 5, 2019

Interviews Conducted: September 9-11, 2019

Negotiation and Selection: September 12-13, 2019

Anticipated Contract Approval before TODI Council: September 17, 2019

1. Responses to additional requests for information and/or interviews may be required prior to a selection, if any, of a professional services firm.
2. Interviews will be conducted in Dauphin Island, Alabama during the week of **September 9-11, 2019**.

F. TYPE OF CONTRACT / SCHEDULE OF WORK PERFORMANCE:

1. The TODI intends to negotiate a fixed fee contract with the proposer or “cost not to exceed type contract” for all services herein requested.
2. The TODI anticipates the term of the contract shall be thirty six (36) months with options to extend as necessary.
3. Qualifications of all proposers will be evaluated to ensure the most qualified is selected based on the selection criteria found in Section G.
4. The TODI anticipates administration and coordination of projects activities to commence immediately upon execution of a contractual agreement between the TODI and selected Grant Administrator.

5. Proposers who cannot meet this project schedule will be automatically eliminated from further consideration.

G. SUBMITTAL INSTRUCTIONS:

1. All proposals must be submitted in writing no later than **September 5, 2019** by noon (CST). It shall be the sole responsibility of the proposer to ensure actual delivery of the Proposal prior to the deadline and submissions must be received by physical delivery (mail, courier, overnight, or in person). Email or facsimile submissions will not be accepted. Proposals submissions shall be delivered to the following address:

Town of Dauphin Island
ATTN: Wanda Sandagger, Town Clerk
1011 Bienville Boulevard
Dauphin Island, AL 36528
Telephone No. (251) 861-5525 x225

2. All proposals MUST be placed in a sealed envelope clearly marked on the outside “Professional Grant Administrative Services 2019”.
3. Questions concerning the RFP should be directed to Wanda Sandagger, Town Clerk at (251) 861-5525 X225 or via email at wsandagger@townofdauphinisland.org. Proposers not selected will be notified in a timely fashion.
4. All proposals submitted to the TODI in accordance with the deadline set forth in this RFP will be retained and become public records following final selection.

H. PROPOSAL CONTENT AND FORMAT:

1. All proposals must be submitted in accordance with the instructions outlined herein to receive consideration. Any proposer submitting inadequate, incorrect or incomplete information may not receive consideration. Proposals should be brief and to the point.
2. The Proposal shall, at a minimum, contain the following;
 - i. State the location of the office from which the work is to be accomplished.
 - ii. Describe the firm’s qualifications, expertise and relevant experience;
 - iii. Briefly state the proposer’s familiarity with the needs and conditions existing in the TODI that are relevant to the proposed project.
 - iv. Indicate if personnel of the proposer have previously developed and/or administered any similar grant projects for other jurisdictions within the Gulf coast region.
3. Certify that the proposer will provide professional guidance to the TODI relative to compliance with applicable federal, state and local laws and regulations.
4. Indicate if your firm is a minority-owned (MBE) or woman-owned (WBE) business enterprise.
5. Provide any additional information that the proposer feels is essential to their proposal.
6. State the proposed amount of the fee for grant administration.
7. State that the person signing the Proposal is authorized to bind the proposer.

I. SELECTION PROCESS:

1. The basis for the selection from qualifying proposals submitted by Grant Administrators will include, but not be limited to, successful demonstration of the following:
 - i. Demonstrated ability and past performance in providing professional services as outlined in the Scope of Work. (25%)
 - ii. Specialized expertise, capabilities, and technical competence to develop, plan, implement, and perform grant administration associated with coastal restoration projects consistent with all applicable state, federal and RESTORE funding compliance requirements as indicated by the technical training, education, and experience of the individual(s) who would be assigned to coordinate and/or perform the services; (25%).
 - iii. Quality, thoroughness and clarity of the Proposal as pertinent to the Scope of Work (20%).
 - iv. Ability in terms of capacity and availability of qualified personnel, equipment, and facilities, etc., to provide the required services efficiently and effectively, as to both performance and cost in a manner consistent with all applicable compliance requirements (20%).
 - v. Any other relevant factors TODI deems appropriate in relation to its review of qualifying proposals (10%).
2. The TODI reserves the right to reject any and all proposals and to request additional information from proposers if deemed necessary.

J. CERTIFICATION REQUIREMENTS:

1. Certification Regarding Debarment, Suspension, and Other Responsibility Matters---The prospective primary participant must certify to the best of its knowledge and belief, that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency and met all other such responsibility matters as contained on the attached certification form.
2. Each submittal to the TODI for Grant Administrative services must include completed Form (attached).

K. GENERAL INFORMATION:

1. The TODI does not discriminate on the basis of race, color, religion, age, gender, pregnancy, national origin, genetic information, veteran status, nor in admission to, access to, or operations of its programs, services or activities.
2. The TODI encourages minority-owned, women-owned and disadvantaged business owners to apply.
3. Proposals are being requested in accordance with Item (d)(1-4) of 2 C. F. R. §200.320 “Methods of Procurement.”
4. Any contract awarded must comply with 2 CFR §200.321 “Contracting with small and minority businesses, women’s business enterprises, and labor surplus area firms,” which requires all contractors to take all necessary affirmative steps to assure that minority businesses, women’s business enterprises, and labor surplus area firms are used when possible.

Affirmative steps MUST include:

- (1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
- (2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
- (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
- (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises; and,
- (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.

Documentation of compliance with these requirements is a matter of contractor responsibility. When subcontracting, the contractor will be required to submit documentation of good faith efforts to comply before work can commence. Documentation of continued compliance will be required for each subcontract issued throughout the life of the contract.

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TOWN OF DAUPHIN ISLAND

1011 BIENVILLE BLVD. DAUPHIN ISLAND, AL 36528

Name of Primary Contractor: _____

DUNS Number: _____

- 1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph 1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Authorized Signature

Date

Name Typed

Title

Street Address

City, State, Zip

