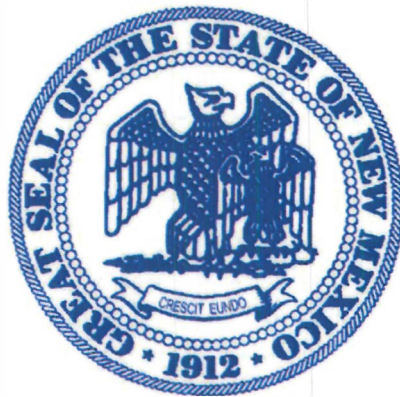


**Exhibit 3-A**  
**Request for Proposals for Administrative Services**  
**REQUEST FOR PROPOSALS**  
**FOR**  
**ADMINISTRATIVE SERVICES**

**[to be used for CDBG Management and Administrative Services]**

RFP No. \_\_\_\_\_

Packet No. \_\_\_\_\_



Project Name \_\_\_\_\_  
Contracting Agency \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone 505- - \_\_\_\_\_  
Date \_\_\_\_\_  
Procurement Manager \_\_\_\_\_

## NOTICE OF REQUEST FOR PROPOSALS

Competitive sealed proposals for Administrative Services will be received by the Contracting Agency, \_\_\_\_\_ for RFP No. \_\_\_\_\_. The proposals are for CDBG management and administrative professional services for (insert Project Name and Location) \_\_\_\_\_, Project No. CDBG # \_\_\_\_\_.

Proposals will be received at \_\_\_\_\_ until \_\_\_\_\_, 20\_\_ a.m. /p.m.

Copies of the Request for Proposals can be obtained in person at the office of the \_\_\_\_\_ at \_\_\_\_\_ or will be mailed upon written or telephone request to \_\_\_\_\_ at 505- \_\_\_\_ - \_\_\_\_\_.

A Pre-Proposal Conference  will  will not be held on \_\_\_\_\_, 20\_\_ at \_\_\_\_\_, \_\_\_\_\_ a.m./p.m.

**PURCHASING AGENT:**

\_\_\_\_\_

Date: \_\_\_\_\_

### [For Contracting Agency Use Only]

Newspaper: _____	Publish: _____	P.O. No. _____	
Newspaper: _____	Publish: _____	P.O. No. _____	
Newspaper: _____	Publish: _____	P.O. No. _____	
_____	_____	_____	
_____	_____	_____	

# **ADMINISTRATIVE SERVICES REQUEST FOR PROPOSALS**

## **[CDBG Management and Administrative Services]**

### **Introduction**

The \_\_\_\_\_  
(*Name of Grantee*)

("Grantee") is accepting proposals from consultants for management and administrative services for implementation of the Community Development Block Grant program funded by the New Mexico Department of Finance and Administration ("Funding Agency").

### **Part One. Management and Administration**

The Scope of Services which the consultant must provide is (**select all that apply**):

Complete tasks as required to comply with Funding Agency's CDBG policies and requirements.

With the assistance of the Grantee, assist in the of conduct public hearings. This includes, but is not limited to, tasks such as assisting with public hearings, preparing public notices, and documenting citizen input.

Prepare Environmental Review Record for all activities. Responsibilities include making a recommendation to the local governing body as to a finding of the level of impact, preparation of all required public notices, preparation of the Request for Release of Funds, and obtaining adequate backup documentation. For activities which are not exempt from environmental assessments, an environmental assessment will be prepared. For activities which are exempt from environmental assessments, a written Finding of Exemption will be prepared, which should identify the project or activity, and under which category of exemption it falls. Documentation of compliance with the requirements of historic preservation, flood plains and wetlands, and other applicable authorities must also be included.

Coordinate requests for payment with the Grantee to ensure compliance with the procedures established for the CDBG program and Funding Agency instructions.

Ensure that the Grantee has an acceptable financial management system for the CDBG program. An acceptable system includes, but is not limited to, cash receipts and disbursement journal and accompanying ledgers, and should conform to

generally accepted principles of governmental accounting.

Establish Grantee project files. These must be maintained in compliance with Funding Agency CDBG requirements and all applicable state, local and federal regulations. Monitor project files throughout the program to ensure they are complete and that all necessary documentation is being retained in the Grantee's files.

If applicable, assist Grantee in complying with regulations governing land acquisition (real property, easements, rights of way, donation of property, etc.).

Obtain contractor and subcontractor clearances from the Funding Agency.

Support Grantee with labor compliance. Assist with review of weekly payrolls, on-site interviews, and comparison of the results with appropriate payrolls.

Monitor construction for compliance with Equal Opportunity and Labor Standards Provisions, Section 3 obligations, and other CDBG requirements.

Make progress inspections and, to the extent applicable, certify partial payment requests.

Accompany the project's design professional on final inspection and issue a final certificate of payment.

Prepare close-out documents to include Project Completion Report, Final Wage Compliance Report, Section 3 documentation, and Certificates of Completion.

Other: \_\_\_\_\_

### **Part Two. Proposal**

Proposals will be received at the date, time and place shown on the cover page of this RFP. Grantee reserves the right to reject any or all proposals. All proposals shall be sealed and marked on the outside, Name of Grantee, **CDBG Administrative Services Proposal [CDBG Management & Administrative Services]**. Proposals submitted late will be returned unopened and will not be evaluated.

All proposals received on time will be ranked, with the highest rated consultant being awarded

the contract. Consultants on the consolidated list of debarred contractors are ineligible for consideration.

The proposal must contain four parts:

- **Technical** -- Describe the approach to be taken in addressing the scope of work. This includes delineation of specific tasks to be undertaken.
- **Management and Staffing** -- Describe the management plan to be used and staffing configuration. This includes a project schedule showing start and completion dates for all major tasks, and a staff loading by task chart showing individuals' allocated time by task, and resumes of proposed personnel.
- **Prior Related Experience** -- Provide a brief description of the firm's CDBG experience including contact person and phone number for each referenced job.
- **Cost and Pricing** -- Complete and submit the Cost and Price Detail form.

**Part Three. Evaluation Criteria**

	<u>Recommended Weights</u>	<u>Weights Used</u>
Technical Approach/ Understanding of Problems	25	_____
Work Management Plan	20	_____
Experience of Proposed Personnel	20	_____
CDBG Experience	20	_____
Familiarity with Local Conditions	15	_____
<b>Total</b>	<b>100</b>	<b>100</b>

Proposals will be reviewed by Grantee's selection committee. Telephone interviews may be conducted.

Address questions concerning this RFP to the Procurement Manager noted on the cover page of this RFP.

Proposals will be evaluated on the basis of written materials and interviews, if deemed appropriate. It is not necessary that the consultant attend the meeting at which proposals are considered. Only one copy of the proposal and required supplemental information is required.

## **GENERAL TERMS AND CONDITIONS**

### **1. GOVERNING LAW**

The Agreement shall be governed by the laws of the state of New Mexico and applicable federal laws as the same from time to time exist.

### **2. INDEPENDENT CONTRACTORS**

The Consultant and its agents and employees are independent Contractors and are not employees of the Grantee. The Consultant and its agents and employees shall not accrue leave, retirement, insurance, bonding, use of Grantee vehicles, or any other benefits afforded to employees of the Grantee as a result of the Agreement.

### **3. BRIBES, GRATUITIES AND KICKBACKS**

Pursuant to ~§13-1-191 NMSA 1978, reference is hereby made to the criminal laws of New Mexico (including ~§§30-14-1, ~ 30-24-2, and ~30-41-1 through ~30-41-3 NMSA 1978) which prohibit bribes, kickbacks, and gratuities, violation of which constitutes a felony. Further, the Procurement Code, §§~ 13-1-28 through ~13-1-199 NMSA 1978, imposes civil and criminal penalties for its violation.

### **4. STANDARD FORM OF AGREEMENT BETWEEN GRANTEE AND CONSULTANT**

The form of agreement required by the Funding Agency or issued by the Grantee will be used for this project. Copies are available and may be reviewed upon request.

### **5. FEES**

A lump sum fixed fee will be negotiated with the Consultant selected.

### **6. FUNDING**

This solicitation is subject to the award of funds to accomplish the work.

### **7. CAMPAIGN CONTRIBUTION DISCLOSURE AND PROHIBITION**

7.1 A prospective contractor subject to the provisions of §13-1-191.1 NMSA 1978 shall disclose all campaign contributions given by the

prospective contractor or a family member or representative of the prospective contractor to an applicable public official (governing body) of the Grantee during the two years prior to the date on which a proposal is submitted or, in the case of a sole source or small purchase contract, the two years prior to the date on which the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor or a family member or representative of the prospective contractor to the public official exceeds two hundred fifty dollars (\$250) over the two-year period. See Exhibit A – Campaign Contribution Disclosure Form.

7.2 The form shall be filed with the Grantee as part of the competitive sealed proposal, or in the case of a sole source or small purchase contract, on the date on which the contractor signs the contract.

7.3 A prospective contractor submitting a disclosure statement pursuant to this section who has not contributed to an applicable public official, whose family members have not contributed to an applicable public official or whose representatives have not contributed to an applicable public official shall make a statement that no contribution was made.

7.4 A prospective contractor or a family member or representative of the prospective contractor shall not give a campaign contribution or other thing or value to an applicable public official or the applicable public official's employees during the pendency of the procurement process or during the pendency of negotiations for a sole source or small purchase contract.

7.5 A solicitation or proposed award for a proposed contract may be canceled pursuant to ~§13-1-181 NMSA 1978 or a contract that is executed may be ratified or terminated pursuant to ~§13-1-181 NMSA 1978 if:

A. A prospective contractor fails to submit a fully completed disclosure statement pursuant to this section; or

B. A prospective contractor or family member or representative of the prospective contractor gives a campaign contribution or other thing of value to an applicable public official or the applicable public official's employees during the pendency of the procurement process.

7.6 As used in this section:

A. *Applicable public official* means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal;

B. *Family member* means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law;

C. *Pendency of the procurement process* means the time period commencing with the public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals;

D. *Prospective contractor* means a person who is subject to the competitive sealed proposal process set forth in the Procurement Code, §13-1-28 NMSA 1978, or is not required to submit a competitive sealed proposal because that person qualifies for a sole source or small purchase contract; and

E. *Representative of the prospective contractor* means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

**8. OTHER INSTRUCTIONS TO OFFERORS**  
(If none, write none)

## COST AND PRICE DETAIL

Consultant \_\_\_\_\_ Date of Proposal \_\_\_\_\_  
 Address \_\_\_\_\_

State Tax ID \_\_\_\_\_ Federal ID No. \_\_\_\_\_ Total Price \$ \_\_\_\_\_  
 No. \_\_\_\_\_

**A. Direct Labor** (specify personnel by name)

	<u>Estimated # of Days</u>	<u>Daily Rate</u>	<u>Estimated Cost</u>
1. _____	_____	_____	\$ _____
2. _____	_____	_____	\$ _____
3. _____	_____	_____	\$ _____
4. _____	_____	_____	\$ _____
5. Total Direct Labor			\$ _____

Rate                      Base                      Estimated Cost

**B. Overhead/ Indirect Cost**                      \_\_\_\_\_                      \_\_\_\_\_                      \$ \_\_\_\_\_

**C. Other Direct Costs**                      Estimated Cost

1. Transportation - _____ # of on-site visits			\$ _____
2. Per Diem                      _____ # of days @ \$ _____ /day			\$ _____
3. Reproduction                      _____ # of pages @ \$ _____ /page			\$ _____
4. Other (specify) _____			\$ _____
Total Other Direct Costs			\$ _____

**D. Subcontracts**

Name of Subcontractor(s)	# of days of effort	Estimated Cost
1. _____	_____	\$ _____
2. _____	_____	\$ _____
3. Total Subcontractors		\$ _____
Total Estimated Costs (Line A5 + B + C5 + D3)		\$ _____
Profit @ _____ %		\$ _____
<b>Total Price</b>		\$ _____

**CAMPAIGN CONTRIBUTION DISCLOSURE FORM**

Pursuant to the Procurement Code, Sections 13-1-28, et seq., NMSA 1978 and NMSA 1978, § 13-1-191.1 (2006), as amended by Laws of 2007, Chapter 234, any prospective contractor seeking to enter into a contract with any state agency or local public body **for professional services, a design and build project delivery system, or the design and installation of measures the primary purpose of which is to conserve natural resources** must file this form with that state agency or local public body. This form must be filed even if the contract qualifies as a small purchase or a sole source contract. The prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred and fifty dollars (\$250) over the two year period.

Furthermore, the state agency or local public body may cancel a solicitation or proposed award for a proposed contract pursuant to Section 13-1-181 NMSA 1978 or a contract that is executed may be ratified or terminated pursuant to Section 13-1-182 NMSA 1978 of the Procurement Code if: 1) a prospective contractor, a family member of the prospective contractor, or a representative of the prospective contractor gives a campaign contribution or other thing of value to an applicable public official or the applicable public official's employees during the pendency of the procurement process or 2) a prospective contractor fails to submit a fully completed disclosure statement pursuant to the law.

The state agency or local public body that procures the services or items of tangible personal property shall indicate on the form the name or names of every applicable public official, if any, for which disclosure is required by a prospective contractor.

**THIS FORM MUST BE INCLUDED IN THE REQUEST FOR PROPOSALS AND MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.**

The following definitions apply:

**“Applicable public official”** means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

**“Campaign Contribution”** means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official's behalf for the purpose of electing the official to statewide or local office. “Campaign Contribution” includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

**“Family member”** means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law of (a) a prospective contractor, if the prospective contractor is a natural person; or (b) an owner of a prospective contractor.

**“Pendency of the procurement process”** means the time period commencing with the public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

**“Prospective contractor”** means a person or business that is subject to the competitive sealed proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person or business qualifies for a sole source or a small purchase contract.

**“Representative of a prospective contractor”** means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

Name(s) of Applicable Public Official(s) if any: \_\_\_\_\_  
(Completed by State Agency or Local Public Body)

**DISCLOSURE OF CONTRIBUTIONS BY PROSPECTIVE CONTRACTOR:**

Contribution Made By: \_\_\_\_\_

Relation to Prospective Contractor: \_\_\_\_\_

Date Contribution(s) Made: \_\_\_\_\_  
\_\_\_\_\_

Amount(s) of Contribution(s) \_\_\_\_\_  
\_\_\_\_\_

Nature of Contribution(s) \_\_\_\_\_  
\_\_\_\_\_

Purpose of Contribution(s) \_\_\_\_\_  
\_\_\_\_\_

(Attach extra pages if necessary)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title (position)

**--OR--**

**NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE** to an applicable public official by me, a family member or representative.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title (Position)