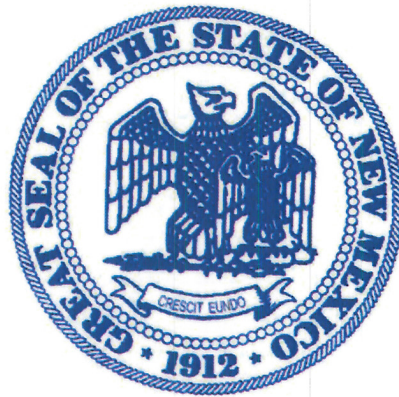


Exhibit 3-A
Request for Proposals for Administrative Services
REQUEST FOR PROPOSALS
FOR
ADMINISTRATIVE SERVICES

[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. _____
_____	_____	_____

Note: This Notice is issued pursuant to the requirements of §13-1-104 NMSA 1978 and must be published not less than 10 calendar days prior to the date set for the receipt of proposals (§13-1-113) and published in a newspaper of general circulation in the area.

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ADMINISTRATIVE SERVICES REQUEST FOR PROPOSALS

[CDBG Management and Administrative Services]

Introduction

The _____ is
(Name of Grantee)
accepting proposals from consultants for management and administrative services for implementation of the Community Development Block Grant program funded by the state of New Mexico.

Part One. Management and Administration

The Scope of Services which the consultant must provide is:

A. 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.

B. 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 or categorically excluded 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.

C. Coordinate requests for payment with the grantee to insure consistency with the letter of credit procedures established for the CDBG program.

D. Insure 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.

E. Establish grantee project files. These must be maintained in compliance with all applicable state, local and federal regulations. Monitor project files throughout the program to insure they are complete and that all necessary documentation is being retained in the grantee's files.

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

G. Obtain contractor and subcontractor clearances from the state.

H. Check weekly payrolls to insure compliance with wage decisions. Conduct on-site interviews and compare the results with appropriate payrolls.

I. Monitor construction to insure compliance with Equal Opportunity and Labor Standards Provisions.

J. Make progress inspections and certify partial payment requests.

K. Accompany design professional on final inspection and issue a final certificate of payment.

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

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 related 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	_____
Similar Experience	20	_____
Familiarity with Local Conditions	15	_____
Total	100	100

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 exclusively by the laws of the state of New Mexico as the same from time to time exist.

2. INDEPENDENT CONTRACTORS

The Consultant and his agents and employees are independent Contractors and are not employees of the Grantee. The Consultant and his 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 KICK-BACKS

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 availability 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			\$ _____

B. Overhead/ Indirect Cost

	<u>Rate</u>	<u>Base</u>	<u>Estimated Cost</u>
_____			\$ _____

C. Other Direct Costs

			<u>Estimated Cost</u>
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

	<u># of days of effort</u>	<u>Estimated Cost</u>
1. Name of Subcontractor(s) _____	_____	\$ _____
2. _____	_____	\$ _____
3. Total Subcontractors		\$ _____

Total Estimated Costs (Line A5 + B + C5 + D3) \$ _____

Profit @ _____ % \$ _____

Total Price \$ _____

SUGGESTED SCOPE OF SERVICES FOR REHABILITATION PROGRAM

Administrative Tasks of Housing Rehabilitative Program

This scope of services will be helpful in defining areas of responsibility for local staff in the administration of a CDBG housing rehabilitation program. If an engineer, architect, or other consultant will administer the program, this scope of services, or parts of it, can be used to draft an appropriate scope of work.

1. Assist with the planning and formulation of program policies and standards. This includes program goals and objectives, financial mechanisms, target population, general applicant eligibility criteria, eligible rehab activities, selection procedures, application processing, unit eligibility, etc.
2. Hold public hearings to explain the scope and intent of the rehab program, and perform any other activities which are necessary to fulfill the public hearing guidelines.
3. Prepare all required reports and forms to be submitted to the state and assist in the preparation of draw down requests on the contract reservation fund.
4. Develop and maintain all files and records necessary for compliance with state and federal regulations. Develop all forms and documents necessary to administer a housing rehabilitation program (e.g., application forms, work write-ups, lead based paint certification, etc.).
5. Interview and advice grant applicants on the design and objectives of the rehab program, the availability and benefits of a rehab program, and the specific conditions under which a rehab grant is made.
6. Take applications, rate and rank applicants in accordance with selection criteria set forth in the rehab program, and advice applicants of the disposition of their application.
7. Obtain verification of income, ownership, etc from applicant.
8. Prepare rehabilitation grant award for approval by local officials. Review conditions of grant with homeowner and obtain homeowner's signature on all necessary documents.
9. Coordinate preliminary work write-ups, formal work write-ups and cost estimates.
10. Recruit contractors to work with the program and orient them on the policies and regulations governing the program.
11. On behalf of the homeowner, request, receive and review all bids from contractors for rehabilitation construction work.
12. Assist in selecting an acceptable contractor from bids submitted.
13. Prepare construction contract documents in accordance with CDBG provisions.
14. Inspect rehabilitation work on a regular basis to see that all code violations are rectified, and check on the quality of materials and workmanship.
15. Arbitrate disputes and complaints arising between contractors and homeowners regarding work to be performed, underway or completed.
16. Prepare change orders, if necessary, and obtain approval of the homeowner, contractor and grantee.
17. Make final inspection of rehabilitation work and issue final acceptance of work completed, signed by both the housing rehabilitation inspector and the homeowner.
18. Obtain manufacturers' and suppliers' warranties from the contractor prior to final payment.

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EXHIBIT A

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)