

REQUEST FOR COMMUNITY DEVELOPMENT BLOCK GRANT CONSULTANT

FOR

**CONSULTANT WORK ASSOCIATED WITH THE CITY OF DUNKIRK'S COMMUNITY
DEVELOPMENT BLOCK GRANT PROGRAM**



**City of Dunkirk
Department of Planning and Development
Steve Neratko, Director**

**342 Central Avenue
Dunkirk, NY 14048
716-366-9876
www.cityofdunkirk.com**

**PROPOSAL DUE: 4:00pm, FRIDAY, AUGUST 31, 2012
12:00pm
342 CENTRAL AVE
DUNKIRK, NY 14048**

Request for Proposals (RFP)

August 22, 2012

Background

The City of Dunkirk implements a variety of community and economic development activities using multiple funding sources, with the majority of funding being provided through the federal Community Development Block Grant (CDBG) program. The City of Dunkirk is seeking the services of a firm or individual to assist in the planning, administration, management, and implementation of these activities and programs.

Scope of Services

The firm or individual will be expected to provide the following services to the City of Dunkirk and the City:

1. The provision of technical assistance necessary for the administration of CDBG projects including assistance in the areas of bookkeeping, record keeping, procurement, environmental review, labor standards, fair housing, reporting, audit, acquisition and relocation, grant closeout, and all other activities of a general administrative nature.
2. Assistance in the development, administration, and implementation of economic development projects, including requirements and systems necessary for compliance associated with the use of federal Community Development Block Grant (CDBG) funds; technical assistance regarding the financing of commercial and industrial projects; provision of credit analysis and loan portfolio management services; and all other factors associated with the provision of public financing for economic development activities.
3. Assistance relating to the planning and implementation of community development projects including municipal infrastructure, community facilities, housing, and public services.
4. Assisting with past compliance issues in relation to HUD guidelines.
5. Other general planning and community development activities as may be required including municipal planning, appropriate land use, applications for financial assistance, etc.

Proposals

Proposals should include the following:

1. Background information that describes the nature and history of the firm or individual, including client listings and references.
2. Specific information regarding the firm or individual's experience and technical expertise respecting the scope of services, including particular experience with CDBG programs.
3. Identification and resumes of the persons who will provide the services.

4. A schedule of costs for the services to be provided, including hourly rates for labor and the method for calculating all other costs. The elements of each hourly rate must be broken out to include labor, overhead and profit.

Selection

The City of Dunkirk will rank the proposals received based on an evaluation of technical skills, staffing, experience, and price. The City of Dunkirk will select, at its option, one or more contractors with which to enter into an agreement for services, subject to the negotiation of fair and reasonable profit. The selection of a contractor or contractors will be made in rank order.

Submission Procedures

1. One copy of the proposal should be addressed to:

City of Dunkirk
Department of Planning and Development
342 Central Ave
Dunkirk, NY 14048

2. Proposals should be received by the City of Dunkirk no later than 12:00 p.m., Friday, August 31. Proposals may be sent in pdf format to info@cityofdunkirk.com.

Miscellaneous

1. It is contemplated that the remuneration for contracted services will be funded in whole or in part by Federal funds made available through the CDBG program. Contracts will therefore be subject to all applicable provisions of the CDBG program.
2. The City of Dunkirk reserves the right to reject any or all proposals; to negotiate any elements of a proposal; to conduct interviews at its sole discretion; and to solicit and/or select contractors for the program outside of the scope of this RFP.
3. The City of Dunkirk assumes no responsibility or liability for costs incurred by respondents to this Request for Proposals, including any requests for additional information, interviews, or negotiations.
4. Additional information regarding this Request for Proposals may be obtained at the address shown above or by calling (716) 366-9876