

Grant County Digital Network Coalition

Request for Proposals – Grant Administration, Project Management, and Related Services
March 24, 2022

Grant County Digital Network Coalition (“Coalition”) is soliciting proposals (“Proposal(s)”) from firms and consultants to provide certain grant administration, project management, and related services for and on behalf of Coalition, all as described in this Request for Proposals (this “RFP”).

INTRODUCTION AND FUNDING

Coalition is issuing this RFP to select a consultant to provide certain grant administration, project management, and related services concerning Coalition’s public broadband system improvements (collectively, the “Project”). The grant administration services arise out of funding from the Department of Administrative Services HB5006 grant program and a pending Economic Development Administration grant.

Coalition also anticipates applying for additional broadband funding for local service delivery, expansion of the Grant County CyberMills, and middle mile broadband infrastructure. Notwithstanding anything contained in this RFP to the contrary, (a) Coalition’s award of a contract under this RFP is contingent upon Coalition’s receipt of EDA grant funds, and (b) the Services (as defined herein) will be performed subject to and in accordance with applicable granting agency requirements.

The selected consultant will meet with the Coalition board of directors prior to the commencement of Services to discuss the planned approach to the Services needed, including, without limitation, specific deliverables. The consultant will work with, and report directly to, the Executive Director and board. The Services will commence upon Coalition’s execution of a grant agreement concerning the EDA funds and will be completed on or before June 30, 2024.

SCOPE OF SERVICES

The selected consultant will provide the following Grant Administration Services (as defined below) and Project Management (as defined below) for and on behalf of the Coalition (collectively, the “Services”):

A. Grant Administration Services. The selected consultant will provide the following grant administration and related services associated with the DAS and EDA grants for and on behalf of Coalition and as delineated in the appropriate grant handbook and other agency specified publications (collectively, the “Grant Administration Services”):

1. Coordinate the Following Grant Administration Activities:
 - Serve as central contact for local, state, and federal people involved in the Projects.
 - Possess knowledge of state and federal laws/requirements affecting the Projects.
 - Coordinate all grant activities and administer all grant related contracts.
 - Monitor Project progress against the Scope of Work and Budget, providing the results to Coalition and granting agencies.
 - Ensure grant recipient(s) meets all conditions of the grant contract and that contractors fulfill contractual obligations.
 - Procure (or coordinate with the procurement of) architect/engineering services and construction contractors:

- Possess knowledge of state law for procurement of materials and services.
- Comply with state and local procurement laws and ordinances.
- Prepare Requests for Proposals and/or Requests for Qualifications.
- Coordinate drafting and reviewing of contracts to ensure compliance with federal requirements.
- Prepare scope of services for each contract and obtain approval by appropriate regulatory authorities.
- Ensure state review of all Project-related contracts.
- Prepare contract amendments or requests to state for grant contract amendments, when needed.
- Ensure that all the exhibits and conditions of the grant contract are fulfilled.
- Label all correspondence and other required documents with the appropriate project ID number(s).
- Obtain copies of all project contracts and agreements and provide copies to granting agencies.
- Submit Women and Minority Business Enterprise outreach efforts and document the same.
- Prepare budgets, schedules, and amendments as needed.
- Establish and maintain grant files during the Projects, which upon project completion will be given to Coalition for Coalition's records.
- Prepare cash requests, progress reports and other documents on an "as needed basis".
- Participate in visits from the various State and Federal agencies to monitor the Projects. Prepare any responses to "Findings" of these visits after consulting with the Coalition.
- Prepare and (after review by Coalition) submit reports as needed, including the Project Completion Report.
- Provide financial information on the grants for any audits performed to include the City of John Day IT Fund (Fund 07) Annual Audit.
- Other duties as assigned/needed.

2. Complete "first draw" Requirements Prior to Requesting a Drawdown of Grant

Funds:

- Ensure preparation and signing of *Finding of Exemption from Part 58 Environmental Review Requirements* for grant administration, engineering, architectural and other "exempt" activities (as applicable).
- Ensure that the appropriate environmental review processes occurred and are completed BEFORE any construction contract is awarded. This includes:
 - Preparation of the Environmental review record (if applicable).
 - Publication of appropriate notice.
 - *Request for Release of Funds* submitted to agencies.
- Obtain review of plans, specification and all bid documents, including the advertisement (call) for bids, at least ten days before anticipated advertisement date.

3. Complete "final draw" Requirements and Project Closeout:

- Submit a completed *Minority, Women and Emerging Small Business Activity Report*.
- Submit a completed Section 3 Summary Report, if applicable.

Coalition Responsibilities. The following services will be the responsibility of Coalition (and not the selected consultant):

1. Initial procurement of grant administration services which includes, without limitation, legal review of contract and agreements, and monitoring the performance of the selected consultant and provide support.
2. Initial procurement of the architect/engineering services which includes, without limitation, coordinating with selected consultant to procure these services, reviewing and approving procurement documents, selecting the contractor for these services, and legal review of contracts and agreements
3. City of John Day will be the fiscal agent for these grants, receiving and dispersing the grant funds after the selected consultant has reviewed and approved the requests.

B. Project Management Services. The selected consultant will provide the following project management and related services for and on behalf of Coalition (collectively, the “Project Management Services”):

1. Work with City to identify all areas of potential effect.
2. Prepare the Project Management Plans.
 - Analyze project conditions and potential project impacts for Coalition
 - Assist Coalition with consults with relevant State and Federal cross-cutters, including, without limitation, the following: DAS, EDA, and SHPO/THPO.
 - Work with Coalition’s selected engineer and/or general contractors to provide project details to relevant agencies for review.
3. Ensure Coalition’s projects comply with relevant grantor requirements.

Coalition Responsibilities. The following services will be the responsibility of Coalition (and not the selected consultant):

1. Designating a Certifying Officer who will attest to the Coalition’s compliance with environmental procedures.
2. Fulfilling the roles designated to government grant recipients as it relates to Environmental Review and any tasks that must be completed by the government.
3. Completing any historic (State or Tribal) preservation requirements which must be completed by the government.
4. Providing public access to the completed project records and other requirements of the

public involvement process, which may involve hosting public hearing(s) and/or producing public records. Consultant shall not be the custodian of any public records related to the Projects.

5. Submitting the final drafts and/or deliverables for the Projects to the granting agencies.
6. Preparation of agendas and minutes for Coalition board meetings.

PROPOSAL FORMAT

The following minimum requirements as to the form and manner of submitting Proposals must be strictly observed; variance from these requirements may result in rejection of the Proposal as unresponsive. A consultant interested in performing the Services must submit a signed and dated written proposal to City containing the following information:

1. Contact Information. Consultant's name, address, contact information, and the name of the primary contact in reference to the proposal.
2. Firm Information; Availability. Brief information concerning the consultant (e.g., background, size, types of services provided, experience, and types of similar governmental engagements). Please also identify no less than two references. Please also identify availability to perform the Services.
3. Specific Experience; Key Staff. Identification of the consultant's experience administering State and Federal grant funds. Identification of the person(s) who will be assigned and responsible to perform the Services and who will serve as the project manager.
4. Rates. Identification of the proposed hourly rate(s) the consultant desires to receive for performance of the Services. Identify the respective not-to-exceed amounts for the Grant Administration Services and Project Management Services.
5. Insurance. Sufficient evidence to demonstrate the consultant's compliance with the insurance required under the Agreement.

PROPOSAL SUBMISSION

To be considered, please submit your Proposal to Chantal DesJardin, Office Manager, via email at cityofjohnday@grantcounty-or.gov, or by mail or hand delivery to Grant County Digital c/o City of John Day, 450 East Main Street, John Day, Oregon 97845.

Please clearly label the outside of the envelope (or fill in the email subject line with) "John Day Grant Administration Services Proposal." Proposals must be received by City on or before **Thursday, April 14, 2022 at 2:00 p.m., Pacific Time**. Proposals received after the deadline date/time will not be considered. Coalition will make a decision to award the contract for the Services after EDA's grant award announcement. Notwithstanding anything contained in this RFP to the contrary, if in Coalition's best interest, Coalition reserves the right to, in accordance with applicable law, (a) amend and/or revise this RFP in whole or in part, (b) cancel this RFP, (c) extend the submittal deadline for responses to this RFP, (d) waive minor informalities and errors in such Proposals, and/or (e) reject all Proposals for any reason and/or without indicating reasons for rejection. Further, Coalition reserves the right to seek clarification(s) from any consultant and/or require supplemental information from any consultant. This RFP does not obligate Coalition to award a contract and/or to procure the Services described herein.

Without otherwise limiting the generality of the immediately preceding sentence, Coalition will not award a contract (and/or procure the Services) if Coalition is not awarded grant funding through the EDA grant program.

AWARD OF CONTRACT

If a contract is awarded, Coalition will award the contract to the consultant whose Proposal will best serve Coalition's interests, taking into consideration factors, including, without limitation, price, experience, specific expertise, key staff and personnel, availability, and consultant capacity. Consultants responding to this RFP do so at their own expense; Coalition is not responsible for any costs and/or expenses associated with the preparation and/or submission of any Proposal. Coalition reserves the right to enter into one or more contracts concerning the Services.

If a contract is awarded, Coalition and the selected consultant will enter into Coalition's form professional services agreement substantially in the form attached hereto as Exhibit A (the "Agreement"). The Agreement will contain terms and conditions required under applicable law and will otherwise be in form and content satisfactory to Coalition. Without otherwise limiting the generality of the immediately preceding sentence, the Agreement will include terms and conditions concerning, among other things, acceptable standards of performance, compensation, minimum insurance requirements, compliance with laws, indemnification, representations and warranties, and Coalition's right to terminate the Agreement.

If you have any questions regarding this RFP, please contact Mrs. DesJardin via email (provided above) or telephone (541-575-0028).

Exhibit A
Coalition's Professional Services Agreement
(attached)