

PUBLIC NOTICE - Request for Qualifications and Rates Proposal

The Dryades YMCA is seeking a qualified grant and program management firm to assist with and managing and implementing federal and state grant funding programs and projects.

Submittals will include a cover letter, your firm's qualifications and experience pertaining to program and grant management services, and an itemized rate schedule for the services listed below. (Please limit response to no more than 25-pages, inclusive of resumes and cover page).

Submittals must demonstrate experience with federal / state programs within the last 5 years, include a history of services and projects conducted in Louisiana, demonstrate qualified, local personnel available to work on these projects, and include a complete list of rates as outlined in this solicitation. Experience must include relevant experience of the overall Firm and specific experience and names of the full-time personnel that may be working with this contract.

Qualified firms must also have direct experience with reimbursements, infrastructure damage considerations, current and future floodplain specifications, project management services, FEMA Public Assistance Programs, Hazard Mitigation Programs (404 and 406), as well as other relevant experience with regard to state/federal project funding.

Submittals will include at least three (3) references from work performed in the State of Louisiana within the last five years in disaster recovery programs. Reference must include the following information: a) Name of Awardee (Entity) and contact information; b) Grant Name; c) Grant Award Amount; d) Scope of Work performed in grant; e) Start and Completion date of grant

Please submit your Qualifications and Rates electronically to Erika Mann via email at emann@dryadesymca.com no later than December 13, 2022. Questions should also be sent to emann@dryadesymca.com via email.

Dryades YMCA reserves the right to reject all of the submittals in response to this Request. A full RFQ/R packet is available by request.

Please state in subject line "RFQ/R Proposal Submission".

1. PROJECT SUMMARY

The consulting firm should be aware of projects funded through Federal or State Agencies and be knowledgeable of any documentation including management activities, financial/reimbursement reporting, plans and specifications that must comply with those programmatic requirements.

2. SCOPE OF SERVICES

The Dryades YMCA has incurred significant loss and damages from Hurricane Ida and is seeking professional services to provide assistance and support for grants management and administration and associated project management activities as needed for federal and state programs, including primarily, but not limited to, the Federal Emergency Management Agency Public Assistance Program and Federal Emergency Management Agency Hazard Mitigation Programs. Respondents with extensive, specialized, and successful expertise in the FEMA Public Assistance Program will receive higher evaluations in the selection process.

The scope of services described herein requires the Consultant to develop and implement a recovery plan to restore facilities to their pre-disaster condition. A primary objective of this Request for Qualifications and Rates is to ensure that projects within the recovery program are accomplished on time and within budget. Another objective of this RFQ/R is to maximize eligibility and reimbursement for all aspects of the recovery program.

- Overall Program Management Services: The Consultant shall be responsible for supporting the development and implementation of the overall program management activities for Dryades YMCA. The Consultant shall be responsible for assisting the Dryades YMCA in the procurement of, and providing design management of, professional design services required to implement construction of the projects. The Consultant shall be responsible for management of the procurement of construction services and providing project construction management of the construction phase of all the Dryades YMCA projects.
- Grants Administration, Compliance and Close-Out: The Consultant shall be responsible for working with the appropriate Federal, State, Local and Private agencies for obtaining, maximizing and ensuring compliance of FEMA, CDBG, Local and Private funding grants needed to implement to the Dryades YMCA projects. The Consultant is also responsible for submitting to the granting agency the documents required to close-out all disaster related grants. The Consultant shall also be responsible for responding to audit inquiries from a variety of agencies not limited to FEMA OIG, and Louisiana Legislative Auditors.
- Project Close Out: The Consultant shall be responsible for preparing documentation for close-out. Close-out includes providing data to set-up of preventive maintenance and asset preservation programs for each project executed. It also includes management of one-year warranty period after construction is completed for each project executed. The Consultant shall be responsible for financial reports and other documentation as required per the terms of the financial grants received to execute the projects.

The Consultant shall serve as a representative of the Dryades YMCA. The Consultant will not be allowed to perform architectural or engineering design, or construction services (outside the scope of

services outlined in this RFQ/R).

PART A. GRANTS MANAGEMENT AND ADMINISTRATION

The Consultant shall work closely and collaborate with various funding agencies and internal the Dryades YMCA to ensure the proper use and application of federal and state funds. Consultant shall focus on maximizing eligible, allocable federal dollars. Consultant shall conduct efficient processes that reduce the timeline for eligibility determinations that support project cash flow sources and uses. Consultant will provide technical knowledge and experience, proven business processes, and policy strategies. In order to develop and implement the framework of grant activities, the Consultants shall perform services and work necessary to complete the following objectives and tasks:

- Prepare and coordinate the development of Project Worksheets (PW's) and versions as required with the Dryades YMCA, Federal agencies and State agencies. This includes project development, formulation, and processing as required for small and large projects.
- Prepare, submit and track Hazard Mitigation Grant program applications as required with the Dryades YMCA, Federal agencies and State agencies. This includes project or program development, formulation, processing, and monitoring as required.
- Work with the Dryades YMCA to obtain all costs and necessary backup documentation to develop, revise and submit PW's and grant applications to the Federal agencies and State agencies to be approved, obligated and reimbursed.
- Review eligibility issues for the Dryades YMCA and develop justifications for presentation to the Federal agencies, State agencies, and other agencies involved in providing disaster recovery funds.
- Ensure that all eligible damages have been identified, quantified, and presented to Federal and State agencies. All eligible damages shall be incorporated into PW's and grant applications with supporting documentation and proper cost estimates, using the FEMA Cost Estimating Format (CEF) when necessary.
- Provide, or as needed retain the services of, professional experts to prepare damage assessments and technical reviews and oversight in the furtherance of program objectives.
- Review contracts, bid documentation, change orders, and other records to support the proper preparation and presentation of PW's, grant applications and eligible activities.
- Compile and summarize/justify costs for presentation to Federal agencies and State agencies for reimbursement of eligible costs, ensuring compliance with applicable regulations.
- Attend meetings with the Dryades YMCA, Federal agencies, and State agencies to negotiate and represent PWs and the obligation of eligible amounts.
- Provide grant management advice to maximize reimbursements of disaster recovery expenses.
- Provide advice to the Dryades YMCA personnel and Contractors; attend and participate in meetings as required.
- Prepare draft correspondence to local, Federal and State officials as necessary.
- Provide the Dryades YMCA with any changes in policies, procedures, processes, or deadlines throughout the financial disaster recovery process.
- Prepare and conduct the close-out process, ensuring maximum recovery and retention of all eligible funding, satisfactory disposition of appeals and availability of supporting documents

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for future audits.

- Prepare for and respond to inspections and audits for on-going and completed projects.
- Prepare formal audit responses and justifications; attend associated meetings and hearings as needed.
- Keep track and monitor Consultant's own time and activities by project, or as allowable under the provisions of Federal guidance for direct administrative, indirect, and project management costs (reference Federal regulations and policy guidance for these topics).
- Provide written performance and status reports to the Dryades YMCA on the status of the FEMA Public Assistance program and other grant programs as requested. The performance and status report should include, but is not limited to, the following:
 - Hours billed and amount invoiced by personnel
 - PW and grant application development and revisions
 - PW and grant application submissions and approvals
 - Obligated amounts versus eligible estimates
 - Issues with PW and grant application submissions and resolutions
 - Issues requiring assistance
 - Amounts awarded to the Dryades YMCA per PW and grant application
 - Requests for Reimbursement submitted
 - Estimated and actual costs
 - Reimbursements received by the Dryades YMCA
 - Insurance deductions
 - PW and grant application closeouts

PART B: PROGRAM MANAGEMENT

1. Overview

The overall objective is to assist the Dryades YMCA in managing the implementation of design and construction phases to achieve the objectives of the Dryades YMCA in accordance with federal and state regulations. The responsibilities and deliverables for this effort include, but are not limited to the following:

A. Overall Program Management

- Responsibilities

- Under the direction of the Dryades YMCA Point of Contact, direct and coordinate the activities of the Project Management team to meet the objectives of the overall program management plan.
- Manage, report, and monitor projects to ensure delivery within the established schedule and cost parameters and in compliance with quality assurance requirements; provide timely project communications; develop and implement appropriate recovery strategies when management objectives are at risk.
- Determine the current status of all ongoing projects that exist prior to the start of this new contract and provide a plan for managing this transition.
- Assist the Dryades YMCA as required in project/ program financial or programmatic audits.
- Provide audit and funding compliance reviews on all projects as required based on the funding source.
- Support and assist in the preparation of the construction program procurement plan and schedule for all recovery projects.
- Integrate local and DBE business participation outreach into procurement plans.
- Administer the competitive bidding process for the procurement of construction, including conducting pre-bid conferences.
- Schedule and conduct pre-construction meetings.
- Provide project construction management services to include; conduct regular jobsite meetings, oversee quality assurance testing and inspection programs, monitor Consultant and subconsultant work for deficiencies, maintain copy of all contract documents, change orders, and other documentation, oversee Consultant and sub Consultant safety program. Expedite communication, processing and documentation all Consultants submittals including RFI's, payments requests and change orders.
- Monitor and manage the process of compliance with all applicable regulatory requirements, permitting and necessary approvals.
- Process and track payment requests for approval.
- Report potential budget and schedule variances and prepare recovery plans.
- Administer post construction close-out, 3rd-party commissioning, start-up, and transition to operation including ensuring receipt of all operations and maintenance manuals and as-built drawings.

- Develop and update as necessary a construction inspection manual to provide guidelines for field inspection services consistent with national industry standards.
- Coordinate the building turn over process with the owner and Consultants.

PART C: TECHNICAL REQUIREMENTS

- Successful proposer shall include one or more team members with a minimum of 5 years' experience, knowledge of and application of federal laws, regulations and policies that govern the FEMA Public Assistance and Hazard Mitigation programs. Knowledge and experience with the application of federal laws, regulation and policies is also required.
- Successful proposer shall include one or more project team members with demonstrated experience of public works projects.
- Successful proposer shall demonstrate experience with outreach and implementing Disadvantage Business Enterprise (DBE) programs.

3. FEES

Provide a Schedule of Rates for the following labor classifications that are anticipated to be utilized. Task Orders will be developed and issued based on the projects and the total fee per Task Order will be negotiated prior to execution.

POSITION	HOURLY RATE
CONSULTING SERVICES	
Principal/Program Executive	\$
Subject Matter Expert	\$
Sr. Program Specialist	\$
Sr. Consultant	\$
Consultant	\$
Jr. Consultant	\$
Administrative Support	\$
TECHNICAL SERVICES	
Project Manager	\$
Assistant Project Manager	\$
Senior Technical Specialist	\$
Technical Specialist	\$
Jr. Technical Specialist	\$
Sr. Appeal / Sr. Policy Specialist	\$
Appeal / Policy Specialist	\$

EVALUATION CRITERIA FOR QUALIFICATION STATEMENTS

GENERAL: The following general criteria in combination with the Score Card (attached) will be used for consultant selection:

1. Capability to perform all or most of the services required for the project
2. Recent experience with similar or other projects comparable to the proposed project.
3. Reputation for personal and professional integrity and competence.
4. Professional background and caliber of key personnel.
5. Capability to meet schedules and deadlines.
6. Qualifications and experience of consultants
7. Quality of projects previously undertaken.
8. Degree of interest shown.
9. Rates

SELECTION PROCESS: All accepted Qualification Statements (Standard Forms) will be reviewed and selected based on the criteria in this document.

Score Card

FACTORS	Weight/Pts	Max Total Pts
Firm/Team Qualifications and Experience <input type="checkbox"/> Project specific experience and resources <input type="checkbox"/> Primary focus should be on Prime Consultants Experience	0-30 pts	30
Key Personnel Qualifications and Experience <ul style="list-style-type: none"> • Personnel Experience with Similar Projects 	0-35 pts	65
Proposal/Understanding <ul style="list-style-type: none"> • Proper project scope and user agency specifications. 	0-10 pts	75
Compatibility (firm size related to project magnitude) <ul style="list-style-type: none"> • Size of the firm and key personnel 	0-10 pts	85
Firm/Team Office Location <ul style="list-style-type: none"> • Qualified firms that maintain an office within a 100-mile radius of the project site. 	0-5 pts	90
Rate Schedule <ul style="list-style-type: none"> • Reasonable rates relative to position classification 	0-10 pts	100