

EXHIBIT 4-D.1

SAMPLE FORMAT REQUESTS FOR PROPOSALS FOR MANAGEMENT SERVICES

[Note: The following is intended as an example of a format that may be used to issue an RFP for **project management services**. Grantees should consider the content of their RFP's very carefully before they are issued. In particular, local officials should exercise care in drafting the scope of services and the factors to be used in evaluating proposals to assure they are both complete and appropriate for their community and project. See Exhibit 4-D.3 for a sample format for advertising the availability of the RFP.]

(Name of Grantee) has been awarded a federal Home Investment Partnership Program (HOME) Grant in the amount of \$(insert amount) by the Montana Department of Commerce for (description of project including purpose, location, time frame, and present status).

Contingent upon this award, the Grantee is soliciting proposals for management services to assist the Grantee in the administration of this project in order to assure compliance with all applicable requirements under the Montana HOME Program, as described in the current edition of the Montana HOME Program Grant Administration Manual. Payment terms will be negotiated with the selected offeror. The fee for project management services will be paid with HOME funds.

The services to be provided will include: (modify as needed to fit the situation)

1. Preparing all written reports, checklists, or legal notices required to assure compliance with federal and state environmental requirements.
2. Drafting a management plan and contract for review and approval by the Department of Commerce.
3. Establishing and maintaining project files and preparing all documentation and reports required for administration of the grant.
4. Assisting the Grantee with the selection of a project architect/engineer, in conformance with applicable procurement requirements, including the preparation of a request for proposals.
5. Reviewing all proposed project expenditures to ensure their propriety and proper allocation to the project budget.
6. Participating in the pre-construction conference and periodic construction progress meetings.

7. Serving as the Grantee's designated Labor Standards Officer and assuring compliance with all applicable labor standards requirements.
8. Assuring compliance with all applicable civil rights requirements, including preparation of an equal employment opportunity plan and a fair housing resolution.
9. Attending Governing Body meetings to provide project status reports and representing the HOME project at any other public meetings deemed necessary.
10. Preparing all required performance reports and closeout documents and assisting the Grantee with the determination of applicable audit requirements.

The services will not include the disbursement or accounting of funds distributed by the Grantee's financial officer, legal advice, fiscal audits, or assistance with activities not related to the HOME project.

Responses should include:

1. The firm's legal name, address, and telephone number.
2. The principals of the firm and their experience and qualifications.
3. The experience and qualifications of the staff to be assigned to the project.
4. A description of the firm's prior experience, including any similar projects, size of community, location, total construction cost, and name of local official, who has knowledge of the firm's performance. Include at least three references.
5. A description of the firm's current work activities, how these would be coordinated with the project, and the firm's anticipated availability during the term of the project.
6. The proposed work plan and schedule for activities to be performed.
7. The proposed compensation schedule.

Respondents will be evaluated according to the following factors:

- | | |
|---|---------|
| A. Quality of the Proposal | _____ % |
| B. Consultant Qualifications and Experience
(including reference checks) | _____ % |
| C. Availability and Capacity of the Consultant | _____ % |
| D. Compensation | _____ % |

(The evaluation factors listed above are only examples. Local officials should include any factors that they believe are appropriate to the work tasks to be involved, with relative weights for each according to their priority. HUD regulations require that the RFP "identify all evaluation factors and their relative importance.")

The selection of finalists to be interviewed will be based on an evaluation of the written responses. The award will be made to the most qualified offeror whose proposal is deemed most advantageous to (Name of Grantee), with price and other factors considered. Unsuccessful offerors will be notified in writing as soon as possible.

Questions and responses should be directed to (insert name and title), (insert mailing address). All responses must be postmarked no later than (insert date). Please state "HOME Management Services Proposal" on the outside of the response package.

Respondents may review the HOME Application, which includes a description of the proposed project including activities, budget, schedule, and other pertinent information, by visiting (Name of Grantee) offices during regular office hours. A copy of the application is also available for review at the offices of the HOME Program, Montana Department of Commerce, 301 S. Park Avenue, Helena, MT 59620.

This solicitation is being offered in accordance with federal and state requirements governing procurement of professional services. Accordingly, the (Governing Body of the Grantee) will enter into a firm, fixed price contract with the selected respondent based on price and other factors. The (Governing Body of the Grantee) reserves the right to reject any and all responses deemed unqualified, unsatisfactory or inappropriate.

The (Name of Grantee) is an Equal Opportunity Employer, minorities and women are encouraged to apply.

The (Name of Grantee) makes reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the recruitment and selection process or the Contractor's ability to perform the essential duties of the job. In order for the (Name of Grantee) to make such accommodations, the applicant must make known any needed accommodation. Persons using a TDD may call the Montana Relay Service: 711 within Montana.