



BID PROPOSAL

CDBG Consultant Manager

Bids will be received at the Office of the Purchasing Agent, 2000 Smith Street, North Providence, Rhode Island, until 10:45 A.M on Wednesday March 8, 2023. Bids will be opened at 11:00 A.M. that day in the Assembly Room (Ground Floor) of the North Providence Town Hall.

The Purchasing Board reserves the right to reject any and all bids, to waive any informality in the bids received and to accept the bid deemed the lowest evaluated and most favorable to the interest of the Town.

INFORMATION FOR BIDDERS

1. Receipt and Opening of Proposals:

Sealed proposals (bids) will be accepted in the office of the Purchasing Agent, Town Hall, 2000 Smith Street, North Providence, R. I. until the time indicated in the Invitation for Bids, for the services designated in the Specifications and will then be publicly opened and read. No bids received thereafter will be considered.

2. Form of Bid:

Proposals must be submitted on and in accordance with the bid proposal form included hereto, blank places must be filled in as noted, no change shall be made in the phraseology or in the item or items mentioned therein, must contain the name and proper address of the bidding firm, and must be signed by a responsible member of the firm with his signature and official title. Proposals which are not complete, or contain any omissions, erasures, alterations, addition or contain irregularities of any kind, may be rejected as informal.

3. Submission of Bids:

(a) Envelopes containing bids must be sealed and addressed to the office of the Purchasing Agent, and must be marked with the name and address of bidder, date and hour of bid opening, and name of item in bid call.

(b) The Purchasing Agent will decide when the specified time has arrived to open bids, and no bid received thereafter will be considered.

(c) Any bidder may withdraw his bid by written request at any time prior to the advertised time for opening. Facsimile bids, amendments, or withdrawals will not be accepted.

(d) No bid may be withdrawn for a period of ninety (90) days from the date and time of opening.

(e) Negligence on the part of the bidder in preparing the bid confers no rights for the withdrawal of the bid after it has been opened.

(f) Proposals received prior to the time of opening will be securely kept, unopened. No responsibility will be attached to an officer or person for the premature opening of a proposal not properly addressed and identified.

(g) Two (2) copies of all documentation submitted.

(h) Bidders must have submitted a bidder information form to the North Providence Office of the Purchasing Agent upon receipt of specifications.

4. Acceptance or Rejection of Bid Proposal:

The Town reserves the right to award the bid by item and further reserves the right to reject any and all proposals or parts thereof, to waive any informality in the proposals received and to accept the proposal, or parts thereof, which it deems to be most favorable to the best interest of the Town.

5. Qualifications of Bidder:

The Town may make such investigations as it deems necessary to determine the ability of the bidder to perform the work, and the bidder shall furnish to the Town all such information and data for this purpose as the Town may request. The Town reserves the right to reject any bid if the evidence submitted by, or investigation of such bidder fails to satisfy the Town that such bidder is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein. Contractor shall be licensed and authorized by the State of Rhode Island and Town of North Providence.

6. Commencement of Contract:

The successful bidder shall commence the work upon Bid award. The successful firm shall supply a local consulting team to provide the below services for the contract term of one year, renewable each year for four (4) additional years.

7. Bid Prices:

Bidders shall state the proposed bid price in the manner as designated in the Bid Proposal. In the event there is a discrepancy between the price written in words and in figures, the prices written in words shall govern.

8. Indemnification:

The Consultant shall hold harmless, defend, and indemnify the Town and its officers, agents, and employees against all claims, demands, actions, and suits (including all attorney fees and costs) brought against any of them arising from the Contractor's work or any subcontractor's work under the contract.

9. Insurance:

The Contractor shall carry the following insurance at his/ own expense:

(a) General: All insurance for this contract shall be written by company (or companies) acceptable to the Town and all policies or certificates shall be submitted to the Town for examination prior to commencement of operations by the Contractor. In the event any policy or certificate, the amount of the insurance, or the company writing same are not satisfactory to the Town, the Contractor shall secure other policies or certificates in form and amount and with a company satisfactory to the Town. The Contractor shall not permit policies to be changed, cancelled, or to lapse and all policies shall include a clause to the effect that the policy shall not be subject to cancellation or a reduction in the limits of liability or amounts of insurance until notice has been sent by certified mail to the Town stating when, (not less than thirty (30) days thereafter) such cancellation or reduction shall be effective. All certificates of insurance shall be delivered to the Town contain true transcripts from the policy or policies, authenticated by the proper officer of the insurer evidencing in particular those insured, the extent of the insurance, the location and operations to which the insurance applies, the expiration date and the above-mentioned notice of cancellation clause and including the Town as an additional insured as to the operations involved.

If any part of the contract is sublet, similar insurance shall be provided by or in behalf of the subcontractors to cover their operations. The Contractor shall be charged with the responsibility for insurance protection for all his subcontract operations and should the contractor's policy not cover each and every subcontractor, certificates of insurance acceptable to the Town covering each and every subcontractor shall be filed with said Town prior to the commencement of subcontract operations.

(b) Workers' Compensation Insurance: The Contractor shall obtain workers, compensation insurance coverage for all of its workers, employees and subcontractors either as a carrier-insured employer or a self-insured employer, as provided by State of Rhode Island Statutes. The Contractor shall maintain worker's compensation insurance coverage for the duration of the contract.

In the event the Contractor's worker' compensation insurance coverage expires during the term of the contract, the Contractor shall renew said insurance, either as a carrier-insured employer or a self-insured employer, before its expiration, and the Contractor shall provide the Town with further certification of workers' compensation insurance as renewals of said insurance occur.

(c) The vendor shall maintain and keep in force such comprehensive general liability and errors and omission insurance that shall protect them from claims which may arise from operations under any contract

entered into with the Town of North Providence, whether such operations be by themselves or by anyone directly or indirectly employed by them.

The amounts of insurance shall be not less than \$1,000,000.00 combined single limit for any one occurrence covering both bodily injury and property damage, including accidental death.

The Town of North Providence shall be named as additional insured on the vendor's General Liability Policy.

The vendor shall maintain and keep in force such Workers' compensation insurance limits as required by the statutes of the State of Rhode Island, and Employer's Liability with limits no less than \$500,000.

10. Wages and Labor:

Proposal of hourly rates As agreed upon by the town and contractor.

11. Safety and Health Regulations:

All work contemplated is to be governed, at all times, by applicable provisions of Federal, State of Rhode Island and Town laws, regulations, and ordinances.

12. Foreign Corporations:

Attention of bidders is hereby directed to excerpts from Chapters 1 to 6 of Title 7 of the General Laws of Rhode Island, 1956, as amended, relative to the conditions precedent, etc. to carrying on business within this State for foreign corporations.

13. Bid Evaluation:

The responsibility of the successful bidder is an important consideration of the Town. Award shall only be made to the lowest bidder that has demonstrated that it has the administrative, financial, managerial, technical and ethical ability necessary to perform the work in complete accordance with the contract requirements. The Town shall have no duty to determine independently whether any bidder is responsible, and the failure of any bidder to provide proof of responsibility with the bid shall be sufficient cause for rejection of such bid without further inquiry.

Bids shall be evaluated on the following criteria using a weighted scale, values stated below:

Experience	10%
Previous Performance	10%
Bid Amount	50%
Credentials/Qualifications	10%
Ability to perform described services/work	20%

14. Scope of Work:

Duties and Responsibilities

- Directs the use of CDBG funds including working with sub-grantees and monitors grant activities; administers the set-up of CDBG projects and activities in HUD's Integrated Disbursement Information System (IDIS); tracks accomplishments and generates required reports; and coordinates the CDBG competitive grant program including presentations to non-profits, coordinates application review with the Community Services Division, public hearings, and presentation to the Board of County Commissioners.
- Responsible for obtaining and managing grants to support and expand housing programs.
 - Communicate with sub recipients and collects data to support the development of the applications, Quarterly reports and other required documents
 - Directly manages the Community Development Block Grant (CDBG) program and is responsible for ensuring compliance with federal regulations governing all programs under its jurisdiction.
- Implements the details of the CDBG program, as well as provides leadership and vision in the development and guidance of other programs.
 - Performs other duties as assigned.

Minimum requirements

- Bachelor's degree in Urban Planning, Public Administration, Community Development, Business Management, or related field.
 - Minimum 2 years' experience in related field.
- Direct experience administering housing and community development programs, HUD policies and procedures, IDIS, and the CDBG program is highly desirable.
 - Valid Rhode Island or Massachusetts driver's license with clean driving record.
 - A High School Diploma or GED equivalent is required.
- Any combination of education and experience may be substituted, so long as it provides the desired skills, knowledge and abilities to perform the essential functions of the job.