

PUBLIC NOTICE - Request for Qualifications and Rates

The Parish of Natchitoches is seeking a qualified grant and program management firm to assist with and manage federal and state grant funding programs and projects.

Submittals will include a cover letter, your firm's qualifications pertaining to program and grant management services, and an itemized rate schedule for the services listed below. (Please limit response to no more than 10-pages).

Submittals must demonstrate experience with federal / state programs within the last 5 years, include a history of services and projects conducted in Natchitoches Parish (if applicable), and demonstrate qualified, local personnel available to work on these projects. 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 road damage considerations, current and future floodplain specifications, FEMA Public Assistance, Hazard Mitigation Grant Program, Housing and Urban Development (HUD) Programs, as well as other relevant experience with regard to state project funding.

Submittals will include at least two (2) references from work performed in the State of Louisiana within the last five years in disaster recovery and hazard mitigation. 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 to Julie Lockhart, Treasurer via email at jlockhart@npgov.org no later than 4 pm on November 5th, 2020. Questions should also be sent to Julie Lockhart via email.

Natchitoches Parish reserves the right to reject all of the submittals in response to this Request. A full RFQ packet is available by request or on the Parish of Natchitoches Website – www.npgov.org

RFQs may be emailed prior to the deadline to jlockhart@npgov.org or by mail to 203 St Denis St. Suite 305 Natchitoches, LA 71457. If by email, please state in subject line "RFQ Application". The message and attachments will be stored unopened until bids are opened. Note, you may get a read receipt when the email is moved to the applicable folder.

Overall Program and Grant Management

(Rates for each to be provided)

1. Direct and coordinate activities of the Project Management Team to meet the objectives of the overall program and grant management plan
2. Assist in obtaining FEMA/HMGP/CDBG reimbursement, as well as any other federal/state/local capital funding source
3. Assist in securing FEMA/HMGP/CDBG grants to cover program implementation costs
4. Assist Parish with project identification; manage, report, monitor projects to ensure delivery within the established schedule and cost parameters, in compliance with quality assurance requirements; provide timely project communications; develop and implement appropriate recovery strategies when management objectives are at risk; provide oversight of phased deliverables to ensure work is in compliance with FEMA regulations and policy
5. Facilitate coordination efforts between all Federal and State agencies throughout the life of the project
6. Facilitate application development and BCA methodology
7. Prepare and submit timely Quarterly Reports; prepare and submit timely reimbursement requests
8. Facilitate all Requests for Information (RFI) from State and/or Federal Agencies throughout the life of the project
9. Attend all project related meetings with the Parish; represent, as needed, the interests of the Parish at State and/or Federal Agency meetings and other agencies as necessary and provide project information to them as required
10. Manage all documentation and processes in the appropriate grant portals and otherwise as needed
11. Provide audit and funding compliance reviews on all projects as required based on the funding source
12. Assist in project/program financial or programmatic audits
13. Manage project files and support documentation through closeout
14. Work with appropriate federal, state, local and if applicable, private agencies for obtaining, maximizing, and ensuring compliance of FEMA, HMGP, CDBG, and other funding grant regulations
15. Debris Monitoring in the event of an Emergency Declaration
16. Administering Payroll and Record Keeping on all grants overseen or other programs and projects where Davis-Bacon wage rates are required.