



RFP for Federal Compliance Consultants

Purpose

The purpose of this Request for Proposal (RFP) is to solicit proposals for the Community Development Finance Authority (CDFA) from qualified Federal Compliance consultants or professionals to monitor Davis Bacon, Historic Preservation, and claim compliance for loans using U.S. Department of Energy (DOE) funds.

Background

Created in 1983, the NH Community Development Finance Authority supports community development, affordable housing and economic development activities that benefit low- and moderate-income people and communities in New Hampshire.

CDFA manages nearly \$25 million in funding resources, which includes a combination of state tax credits, federal Community Development Block Grant and clean energy funds. CDFA's Clean Energy financing program includes two federally funded loan pools. The Enterprise Energy Fund (EEF) and the Better Buildings Fund provide low-interest loans to businesses, municipalities, and non-profit organizations to help finance energy improvements and renewable energy projects in their buildings. The goal is to reduce energy costs and consumption, and support the transition to a clean energy economy. The average loan size is \$200,000, and loans support renewable energy installations (solar, wood pellet boilers, etc.), energy efficiency projects (lighting, insulation, etc.), or a combination.

All construction contracts supported with these Funds must comply with wage and labor standards similar to those contained in the Davis Bacon Act and associated US Department of Labor regulations, and must meet the requirements for the National Environmental Policy Act (NEPA) and Historic Review.

CDFA aims to award 5-8 financing packages statewide per year. Each of the projects utilizing federal programs, will be required to contract with consultants to assure required compliance. The consultants' work could begin as early as July 2, 2021.

Scope of Services

The "Services" consist of, and the successful Federal Compliance Consultant shall provide, the following:

1. Davis-Bacon Compliance Monitoring services. This may include assistance in arranging and attending contractor meetings, monitoring David Bacon activities, sending out wage class requests, conducting labor interviews, reviewing and reporting payrolls, addressing any incorrect payments, documenting compliance with DOE Labor Standards requirements, ensuring contractors are not debarred and are registered with the NH Secretary of State's office, providing final Davis-Bacon Compliance reporting. It may also include collecting or completing other compliance paperwork.
2. Complete Section 106 Compliance Requests for Project Reviews (RPR) through the State Historic Preservation Office.
3. Gather all required materials for disbursement claims and submit through CDFA's Grants Management System (GMS).
4. Review weekly certified payrolls and submit electronically to CDFA on a weekly basis.
5. Gather all materials required for David Bacon reporting within 30 days of the close of construction and submit a physical original copy to CDFA.

6. Provide technical assistance as needed with mandatory DOE reports including Semi-annual Labor Standards Enforcement Report and any other labor related reports or requirements for CDFA to complete and submit.

Experience

Proposals must include, at a minimum, the following information:

1. Experience/Qualifications of the Consultant—Provide a resume for each individual who will be assigned to provide the services and designate the individual who would have primary responsibility for overseeing the Services. Provide all relevant contact information for the primary contact person.
2. Provide a description of relevant past projects and examples of prior work and materials pertinent to providing the Services.
3. Proposed Fees/Expenses—Proposals shall clearly state all fees and expenses to be charged in the performance of all Services:
 - a) If based on an hourly rate, provide the hourly rates to be charged for each individual who would be assigned to this engagement and a general description of how billable hours will be allocated among key personnel. In the alternative, provide a blended rate for the delivery of all Services.
 - b) Provide an explanation if fees will be calculated on any other basis. Itemize the type of expenses (other than fees) for which your firm would seek reimbursement.
 - c) It is anticipated that a maximum not to exceed amount will be established per project for these Services.

Preference will be given to the individual or entity with prior experience.

Questions and Submission

New Hampshire Community Development Finance Authority
Attn: Scott Maslansky
14 Dixon Ave, Suite 102
Concord, NH 03301
P: 603-226-2170
smaslansky@nhcdfa.org

Deadline

Proposals should be submitted by email or in-hand no later than Friday, June 25, 2021.

This request does not commit CDFA to award a contract nor to pay any costs incurred in the submission of a proposal or in making necessary studies for the preparation thereof, nor to procure or contract for services or supplies. CDFA reserves the right to reject any or all proposals.

Funding for this activity is provided through American Recovery and Reinvestment Act ("ARRA") funding distributed through the U.S. Department of Energy. Therefore, all federal requirements of ARRA, as amended, and all state requirements must be adhered to and will be part of the contract. Women and minority-owned businesses are encouraged to apply.