

REQUEST FOR PROPOSAL (RFP)
FOR PREVAILING WAGE CONSULTING SERVICES FOR HUD PROGRAMS
(CDBG, COC, HOME, HOME & CDBG PROGRAMS, AND CAPITAL IMPROVEMENTS TO
EXISTING & NEW CONSTRUCTION PROJECTS)
WASHINGTON COUNTY, MINNESOTA

Washington County Community Development Agency (CDA) is soliciting proposals for a Prevailing Wage Consultant for HUD Programs that are subject to Davis-Bacon or other wage law requirements. The scope of services will include:

1. **DAVIS-BACON AND/OR STATE PREVAILING WAGE COMPLIANCE MONITORING:** Consultant shall, on an as needed basis as determined by the CDA, provide the Davis-Bacon and/or State Prevailing Wage Compliance Monitoring services. This may include assistance in arranging and attending contractor meetings, monitor Davis Bacon activities, sending out wage class requests, conduct labor interviews, review payrolls, billing documentation to determine compliance with HUD Labor Standards requirements. It may also include ensuring contractors are not debarred and ensure tax certifications.
2. Provide technical assistance to the CDA as needed with mandatory HUD reports including HUD Form 4710 - Semi-annual Labor Standards Enforcement Report Local Contracting Agencies, HUD Form 2516 - Contract and Subcontract Activity, and other labor related reports or requirements for the CDA to complete and submit.

Term of Contract: The first contract will begin July 1, 2018 and will be renewed on an annual basis for a period of three years, depending on the availability of HUD and state funds.

Program Funding: The number of projects is dependent on need and federal funding availability. Mileage reimbursement is an eligible expense.

Submittals:

Please include the following information in your submittal:

- Why your organization is uniquely qualified to consult on Davis Bacon/Labor Standards.
- Specific experience your organization, and in particular, the staff's compliance and monitoring experience with Davis Bacon compliance.
- Estimate of cost to administer the program and basis for billing (per loan, hourly rate, etc.)
- Relevant HUD training.
- Insurance coverage in coordination with MN Statute 466.04 limits.

SELECTION OF CONSULTANT

In order of importance, in addition to costs, selection of consultant will be based on documented experience with Davis Bacon compliance and monitoring, demonstrated knowledge of HUD regulations & HUD reports and capacity to comply with CDA and HUD deadlines.

The CDA will be awarding one contract for these services. If your organization does not have all the skills needed to administer this program, you may develop a joint venture with other consultants with complementary skills. Joint ventures should submit one proposal that describes who will provide what services. The RFP submittal should clearly state which organization has the primary responsibility for administering the program.

Request for Proposal Deadline

Proposals will be accepted until **4:30 PM Tuesday May 29, 2018**

Submit 1 copy of your proposal by mail or email to:

Washington County Community Development Agency

Attn: Angie Shuppert

7645 Currell Blvd

Woodbury, Minnesota 55125

Email: AngieS@washingtoncountycda.org