

REQUEST FOR PROPOSALS
FOR AMERICAN RESCUE PLAN (“ARP”) GRANT
PROJECT MANAGEMENT

PREPARED BY:

THE ATLANTA DEVELOPMENT AUTHORITY
D/B/A INVEST ATLANTA

October 11, 2021

RESPONSES DUE: November 8, 2021



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133 Peachtree Street NE, Suite 2900
Atlanta, GA 30303

REQUEST FOR PROPOSALS (“RFP”)

GRANT PROJECT MANAGEMENT

INTRODUCTION

The Atlanta Development Authority d/b/a Invest Atlanta (“Invest Atlanta”) is soliciting responses to this Request for Proposals (“RFP”) from interested and qualified firms (each, a “Respondent”) for the project management of a future grant program.

Proposals submitted in response to this RFP will be evaluated by Invest Atlanta team members. Invest Atlanta reserves the right, where it may serve its best interest, to request additional information or clarification from Respondents, or to allow for corrections, errors or omissions. All proposals submitted in response to this RFP, and all other information submitted in response to a request for additional information, become and remain the property of Invest Atlanta. Submission of a proposal indicates acceptance by the Respondent of the conditions contained in this RFP.

Invest Atlanta will not, for any reason, reimburse a Respondent for costs and expenses in connection with responding to this RFP.

BACKGROUND

Invest Atlanta was created and is existing under and by virtue of the Development Authorities Law, activated by a resolution of the City Council of the City of Atlanta, Georgia (the "City"). It currently operates as a public body corporate and politic of the State of Georgia specifically being established to promote the revitalization and growth of the City. Invest Atlanta serves as the City’s redevelopment agent pursuant to the Redevelopment Powers Law. Its purpose is to implement redevelopment initiatives within the City’s ten tax allocation districts (“TADs”) as well as to perform all business creation, attraction, and retention functions on behalf of the City. Invest Atlanta also provides a host of community and economic financing functions on behalf of the City, including small business lending, business recruitment and retention, tax allocation redevelopment districts, affordable housing financing, new markets tax credit allocation, tax-exempt bonding and home ownership assistance.

Invest Atlanta represents a consolidation of the City’s economic and community development efforts in real estate, finance, marketing and employment, for the purpose of providing a focal point for improving the City's neighborhoods and the quality of life for all of its citizens. Invest Atlanta is the cornerstone of an overall effort to provide economic and development services in a more effective and efficient manner.

SUBMITTAL DEADLINE

All responses to this RFP (each, a “Response”) must be submitted via email to ARPRFP@investatlanta.com by no later than 5:00 p.m., Monday, November 8, 2021. Responses received after this time and date or sent to any other Invest Atlanta email address or employee will not be considered. Please address the Response to:

Melody Echols
Assistant Director, American Rescue Plan Local Fiscal Recovery Funds Programs
The Atlanta Development Authority d/b/a Invest Atlanta
133 Peachtree Street, Suite 2900
Atlanta, Georgia 30303

INQUIRIES

All inquiries regarding this RFP must be received in writing via email to: ARPRFP@investatlanta.com

Only inquiries received in writing will receive a response. Do not contact any Invest Atlanta staff by telephone with any questions or comments pertaining to this RFP. All such written inquiries must be delivered by 5:00 p.m., Monday, October 18, 2021. **Inquiries received after such date and time will not receive a response.** Invest Atlanta will publish all timely received written inquiries and Invest Atlanta’s responses to those inquiries as an Addendum to this RFP on Invest Atlanta’s website (www.investatlanta.com) on or before the close of business on Monday, October 25, 2021.

PROFESSIONAL FEE

All respondents will be asked to provide a proposed budget and fees for time and materials, project management costs, software subscription costs (monthly, quarterly and annually), annual maintenance costs and professional services costs. Final fees will be negotiated following the selection of the Consultant. If fee negotiations with the Respondent determined most qualified are not successful, and/or the fees discussed are outside the budgetary constraints for the Project, Invest Atlanta reserves the right to suspend negotiations with the Respondent initially deemed most qualified and proceed to other Respondents. The successful Respondent will also be expected to provide a summary of assumptions used to determine its fee, including but not limited to team, hours and resources required from Invest Atlanta.

PROJECT OVERVIEW

The City of Atlanta has been allocated \$170,928,821 in American Rescue Plan (ARP) Local Fiscal Recovery Funds. These funds are expected to be allocated in two tranches of \$85,464,410.50.

The overall goals for the allocation of these funds includes:

1. Continuing core City services
2. Responding to the continued COVID-19 emergency
3. Investing to address the economic effects on the community, non-profits and small businesses, complimenting other funds

Use of ARP Funds

The U.S. Department of Treasury's Interim Final Rule permits a broad range of services to unemployed or underemployed workers and other individuals that suffered negative economic impacts from the pandemic. That can include public jobs programs, subsidized employment, combined education and on-the-job training programs, or job training to accelerate rehiring or address negative economic or public health impacts experienced due to a worker's occupation or level of training. The broad range of permitted services can also include other employment supports, such as childcare assistance or assistance with transportation to and from a jobsite or interview.¹

Principles and Process for Developing Allocations:

Over the last several months, the City of Atlanta has gone through a process to develop recommended allocations for the ARP Local Fiscal Recovery Funds. This process was based upon principles established to guide allocations. In addition, the allocations were guided by guidance on eligible uses. Additional guidance on eligibility will likely continue to be released over the coming months by the federal government, which will continue to inform the City's allocations and recommendations.

In addition to the ARP Local Fiscal Recovery Funds, additional one-time funding has been or will be invested in the below key areas to support response and recovery from COVID-19.

- Affordable Housing and Rental Assistance (\$181.9M)
- Economic Development and Small Businesses (\$34M)
- Homelessness (\$31.5M)
- Food Insecurity (\$1.9M)
- Workforce and Youth Development (\$3M)
- Response to COVID-19 Emergency (\$58M)

This RFP is to acquire the Grant Project Management Team in support of Economic Development and Small Businesses and is a component of the one-time funding. Given the exacerbated need for support to small businesses and non-profits as a result of the COVID-19 emergency, and to

¹ Coronavirus State and Local Fiscal Recovery Funds. Frequently Asked Questions (July 19, 2021). Sec. 2.16.

compliment other local, state, and federal funding, a proposed ARP allocation of \$12,500,000 will be used on the below program.

Resurgence x2: Small Business, Non-Profits and Art Grants (\$12,500,000) – Led by Invest Atlanta. Individual grants of up to \$40,000 to small businesses, non-profits, and creative talents may be used for mitigating financial hardships and assisting with the implementation of COVID-19 preventive tactics in the post COVID-19 environment. Key focus will be placed on the impacted industries including tourism, travel and hospitality sectors. The funding allocation covers the grants and the staffing requirements for project management.

SCOPE OF SERVICES

Invest Atlanta is soliciting responses from interested and qualified project management consulting firms for the purpose of reviewing, verifying, and approving grant applications submitted through the Resurgence x2 program. Respondents should have demonstrated knowledge and experience in managing, administering, executing and monitoring compliance of the grant projects, specifically in the public sector. Experience should focus on the below qualifications that will be necessary to facilitate such a large-scale program, but not limited to the specs listed below:

- Financial management
- Project management
- Tax implications of and documentation requirements for federal funds
- Disbursement and tracking of federal funds, including extensive ERP knowledge
- High-touch customer relations
- Updating, organizing and maintaining internal and third-party CRM systems
- Documentation collection and recording
- Diversity training
- Understanding business processes related to size and experience level of business, from ‘mom-and-pop’ operations through large franchisees.
- Compliance Monitoring and Adherence, both internal and at the government levels
- Audits – Internal and External, Municipal and Federal
- Process control implementation
- Internal and External reporting, both operational and financial

SCOPE OF WORK

The Program Management Team will process COVID Recovery applications according to the procedures, eligibility requirements and supporting documentation requirements. Invest Atlanta expects anywhere from 1,000-2,000+ applicants. The application is anticipated to be open until Monday, May 2, 2021, and funds must be disbursed by December 31, 2024. The Program Management Team must lead the Resurgence x2 program for the duration of that time.

Project Lead will perform quality checks of the completed application review, provide updates of progress and identified issues encountered during application processing, address common questions across teams, onboard and train new team members, provide process improvement opportunities, and consolidate reporting on a daily basis for Invest Atlanta.

The Program Management Team will lead a robust scoring process in which an external committee will review and score all applications.

Support Invest Atlanta in establishing all Supporting Documentation.

Provide all necessary staff to provide for an efficient and effective execution of the program.

Staff up as needed to administer the program, be responsive to the applicants and address the workload of the Resurgence x2 program

Consult with City representatives, compliance team, and Invest Atlanta executives throughout the duration of the project.

The successful respondent may be responsible for assisting Invest Atlanta executives with presentations and data reports to Atlanta City Council, Atlanta Mayor, and/or other City representatives.

The successful respondent will be able to provide a proposal that addresses the full implementation and execution of the Resurgence x2 program.

EVALUATION METRICS – EACH RFP RESPONSE WILL BE EVALUATED IN ACCORDANCE WITH THE FOLLOWING:

Responses should include a cover letter providing an introduction to the firm or team and the areas of expertise of the firm. The letter should also state the full name, address, phone and fax numbers of the organization and the branch office or other subordinate entity that will perform or assist in performing the services described therein. If responding as a team, the lead firm should be designated with a project manager identified as the single point of contact. Indicate the type of firm ownership (individual, partnership or corporation) and explain any proposed joint venture relationships. Include the state(s) in which the firm is incorporated and/or licensed to operate and provide a valid insurance certification.

Firms will be evaluated based on overall experience and depth of resources. It is imperative that responses contain all information requested. Firms will be graded on a points system with a maximum of sixty (60) points awarded based on the application, outlined below.

Invest Atlanta will convene an Evaluation Committee to evaluate each response properly submitted by a Respondent. At the discretion of Invest Atlanta, follow up interviews may be conducted with the highest-ranking Respondents as recommended by the Evaluation Committee prior to the Invest Atlanta making a final selection of the successful Consultant.

In order to be deemed responsive for evaluation under this RFP, submissions are limited to 30 pages, inclusive of all submission requirements, narratives, and addenda.

Responses submitted to this RFP should include the following information outlined below in the following order:

Section I- Cover Letter/Business Information.

- Include a cover letter indicating the full name and address of the Respondent and the branch office or other subordinate entity that will perform or assist in performing the project described.
- Please indicate the name of the senior contact person, appropriate telephone and facsimile numbers, and acknowledge Respondent's ability to commit to the contents of the response and any other information the Respondent deems relevant.
- Please limit the letter to two pages.
- Indicate whether the Respondent operates as an individual, partnership or corporation.
- If applicable, include the state in which Respondent is incorporated or organized. If not Georgia, provide evidence of license to do business in Georgia.

Section II –Corporate Information (5 points)

- The Respondent must identify the proposed entities that will comprise the project team. The list should identify the project lead, members of the direct team and any other entity that will assist in the proposed project. A statement of qualification and experience of each entity involved in the project is required.
- Provide a summary of any pending lawsuits, unsatisfied judgments and/or judgment liens currently filed against Respondent or any officer, owner, principal, employee, subsidiary or affiliate of the Respondent.

Section III –Experience (20 points)

- Provide a statement of Respondent’s experience in executing projects similar in scope to the proposed project as well as the Respondent’s history, qualifications and financial capability for the past five years. For similar projects, include the project manager, scope of work, timetable, estimated/actual cost and percent of work for which Respondent was responsible.
- Provide organizational chart of project team. Provide resumes describing the background, experience, and qualifications of key personnel that will be assigned to this project.
- Include a minimum of three (3) projects similar to the scope of program proposed. Include the name, address, telephone number, point of contact, and description of the work performed for each such reference.
- If applicable, provide a list of any applicable certifications or credentials, including but not limited to PMP or government licensing, for the Respondent and all key members that are proposed to be involved in the project.

Section IV-Proposed Team and Approach to the Project (25 points)

- The proposed project concept should be in accordance with the requirements set forth herein.
- The proposal must include the project schedule, including without limitation, any proposed preparatory period, estimated date of commencement, estimated project timeline and estimated date of completion. If the proposed schedule shows multiple components, a schedule should be shown for each component.
- Include a statement of the Respondent’s understanding of the desired project.
- Identify current project assignment(s) and completion date(s) for projects currently being managed by key individuals to be assigned to the proposed project.
- Identify all other firms that are included in Respondent’s proposal.

Section V Cost Proposal (10 points)

- The cost proposal should include all costs associated with the project including all staff that will be needed to administer the program. The budget should consist of a project’s expenses, estimates of work completed, a timeline estimate, and cash flow analysis detailing the outflow and inflow of funds.

TIMELINE AND DELIVERABLES

Invest Atlanta will review responses in accordance with the evaluation metrics outlined above. Invest Atlanta reserves the right to request additional information from some or all applicants. The following is an approximate timeline, subject to modification:

Due Date	Action Required
10/11/21	Release of RFP
10/18/21	Inquiries regarding RFP due
10/25/21	Responses to inquiries posted on Invest Atlanta website
11/8/21	Responses due to Invest Atlanta
11/8/21-11/22/21	Response review process
11/29/21-12/3/21	Interviews with selected applicants (if needed)
12/6/21	Notification of selected applicants

EQUAL BUSINESS OPPORTUNITY

- a) Invest Atlanta strongly encourages that all Respondents provide opportunities for diverse businesses, including Minority Business Enterprises (“MBEs”), Female Business Enterprises (“FBEs”), known collectively as “MFBEs”, and Small Business Enterprises (“SBEs”) as defined by the City of Atlanta Code of Ordinances to participate as joint venture partners, contractors, sub-contractors or mento-protégé relations. It is a top priority throughout this RFP process to promote full and equal business opportunities for all persons and business entities conducting business with Invest Atlanta.
- b) Each RFP response shall consider the City’s Equal Business Opportunity (“EBO”) Program and offer a plan to use good faith efforts to propose development teams comprised of diverse team members performing commercially useful functions. Respondents who establish a joint venture or partnership relationship with certified MFBEs/SBEs should describe the nature and scope of that relationship, including the proposed allocation of commercially useful duties and responsibilities, as well as the proposed economic arrangement between the firms.
- c) All MFBEs and SBEs qualified to meet the goals and objectives of the RFP in its entirety are encouraged to submit a response. **MFBEs or SBEs must be certified and registered with the City’s Office of Contract Compliance MFBE Register prior to the submittal of the Response to the RFP.** An SBE must be registered with the City.

Firms interested in obtaining applications for certification should contact:

City of Atlanta – Office of Contract Compliance (MBE/FBE): Bruce T. Bell, Interim Director, 55 Trinity Avenue, Atlanta, Georgia 30303, Tel: 404.330.6010, Fax: 404.658.7359, email: bbell@atlantaga.gov

EVALUATION & ACCEPTANCE OF STATEMENT OF QUALIFICATIONS

Invest Atlanta reserves the right to reject any and all responses, to amend this RFP and the process itself, or to discontinue the process at any time.

E-VERIFY AFFIDAVIT

Provide notarized proof of compliance with Illegal Immigration Reform and Enforcement Act, O.C.G.A. §13-10-90, et seq. (**Appendix A**) E-Verify. Respondents must comply with the Illegal Immigration Reform and Enforcement Act, O.C.G.A. §13-10-90, et seq. All services physically performed within the State of Georgia must be accompanied by proof of your registration with the E-Verify Program, as well as verification of your continuing and future participation in the E-Verify program established by the United States Department of Homeland Security. A completed E-Verify Contractor Affidavit must be submitted to Invest Atlanta (Appendix A-1). To the extent there are subcontractors working on this contract, you are responsible for obtaining a fully signed and notarized subcontractor affidavit from those firms with whom you have entered into subcontracts (Appendix A-2). In turn, should there be second tier subcontractors on this project, you must require the subcontractors to obtain E-Verify Affidavits from those second tier subcontractors.

SAVE AFFIDAVIT

Invest Atlanta is required by the SAVE (Systematic Alien Verification for Entitlements) Program to verify the status of anyone who applies for a public benefit from Invest Atlanta. Benefits are defined by state statute, O.C.G.A. §50-36-1, by federal statute, 8 U.S.C. §1611 and 8 U.S.C. §1621, and by the Office of the Attorney General of Georgia. Contracts with Invest Atlanta are considered “public benefits.” Beginning on January 1, 2012, any person obtaining a public benefit must show a secure and verifiable document, and complete the attached SAVE Affidavit. Acceptable documents have been identified by the Office of the Attorney General. Those lists may be found at: <http://law.ga.gov>.

TERMS AND CONDITIONS

All proposals and supporting materials as well as correspondence relating to this RFP become property of Invest Atlanta when received. Any proprietary information contained in the Response should be so indicated. However, a general indication that the entire contents, or a major portion, of the proposal is proprietary will not be honored.

- A. All applicable State of Georgia and Federal laws, City and County ordinances, licenses and regulations of all agencies having jurisdiction shall apply to the Respondent and the development of the project throughout and are incorporated herein. If the respondent is

located within the City of Atlanta, the respondent must have a current City of Atlanta business license. The contract with the consulting firm and all questions concerning the execution, validity or invalidity, capability of the parties, and the performance of the contract, shall be interpreted in all respects in accordance with the laws of the State of Georgia.

- B. Professionals requiring special licenses must be licensed in the State of Georgia, and shall be responsible for those portions of the work as may be required by law.
- C. No Response shall be accepted from, and no contract will be awarded to, any person, firm, or corporation that (i) is in arrears to Invest Atlanta or the City with respect to any debt, (ii) is in default with respect to any obligation to Invest Atlanta or the City, or (iii) is deemed irresponsible or unreliable by Invest Atlanta. If requested, the Respondent shall be required to submit satisfactory evidence that they have the necessary financial resources to provide the proposed services.
- D. From the date Invest Atlanta receives a Respondent's proposal through the date a contract is awarded to a Respondent, no Respondent may make substitutions, deletions, additions or other changes in the configuration of Respondent's proposal or members of Respondent's team.

APPENDIX A-2

SUBCONTRACTOR AFFIDAVIT UNDER O.C.G.A §13-10-91(b)(3)

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. § 13-10-91 (the “Act”) and Chapter 300-10-1 of the Rules of Georgia Department of Labor (the “Rules”), stating affirmatively that the individual, firm, or corporation which is engaged in the physical performance of services under a contract with _____ (name of contractor) on behalf of Invest Atlanta: (1) has registered with; (2) is authorized to use; (3) is using; and (4) will continue to use throughout the contract period a federal work authorization program known as E-Verify, or any subsequent replacement program, in accordance with the applicability provisions and deadlines established in the Act and the Rules.

The undersigned subcontractor further agrees that it will contract for the physical performance of services in satisfaction of the Contract only with sub-subcontractors who present an E-Verify Affidavit to the undersigned subcontractor with the information required by the Act and the Rules. The undersigned subcontractor will forward notice of the receipt of an E-Verify Affidavit from a sub-subcontractor to the Contractor within five (5) business days of receipt. If the undersigned subcontractor receives notice that a sub-subcontractor has received an E-Verify Affidavit from any other contracted sub-subcontractor, the undersigned subcontractor must forward, within five (5) business days of receipt, a copy of the notice to the Contractor.

Subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Employment Eligibility Verification (E-Verify)
User Identification Number

Date of Authorization

I hereby declare under penalty of perjury that the foregoing is true and correct.

BY: Authorized Officer or Agent

Date

Subcontractor Name

Title of Authorized Officer or Agent of Subcontractor

Printed Name of Authorized Officer or Agent

Sworn to and subscribed before me
This ____ day of _____, 20__

Notary Public

My commission expires: _____

APPENDIX B – INSURANCE REQUIREMENTS

- General Liability:
 - Limits:
 - \$1M per occurrence
 - \$2M aggregate
 - Including:
 - Insurance carrier must have a minimum A.M. Best’s Rating of A- or better and an A.M. Best’s Financial Size Category of VIII or better.
 - The policy shall include coverage for liabilities arising out of premises, operations, independent contractors, products, completed operations, personal & advertising injury, and liability assumed under an insured contract. This insurance shall apply separately to each insured against whom claim is made or suit is brought subject to the respective limit of liability;
 - No exclusion for abuse and molestation
 - No exclusion for Assault and Battery
 - The Atlanta Development Authority dba Invest Atlanta, ISAOA/ATIMA as Additional Insured regarding ongoing and completed operations
 - Primary and Noncontributory language in favor of The Atlanta Development Authority dba Invest Atlanta, ISAOA/ATIMA
 - Waiver of Subrogation in favor of The Atlanta Development Authority dba Invest Atlanta, ISAOA/ATIMA
 - Notice of cancellation (30 days, except 10 days for nonpayment) to Invest Atlanta

- Automobile Liability:
 - Limits:
 - \$1M combined single limit regarding any auto (or hired and non-owned auto liability if the contractor does not own any autos)
 - Including:
 - Insurance carrier must have a minimum A.M. Best’s Rating of A- or better and an A.M. Best’s Financial Size Category of VIII or better.
 - The Atlanta Development Authority dba Invest Atlanta, ISAOA/ATIMA as Additional Insured
 - Primary and Noncontributory language in favor of The Atlanta Development Authority dba Invest Atlanta, ISAOA/ATIMA
 - Waiver of Subrogation in favor of The Atlanta Development Authority dba Invest Atlanta, ISAOA/ATIMA
 - Notice of cancellation (30 days, except 10 days for nonpayment) to Invest Atlanta

- Workers Compensation and Employers Liability:
 - Limits:
 - Workers Compensation: Statutory
 - Employers Liability: \$1M/\$1M/\$1M
 - Including:
 - Insurance carrier must have a minimum A.M. Best’s Rating of A- or better and an A.M. Best’s Financial Size Category of VIII or better.
 - Waiver of Subrogation in favor of The Atlanta Development Authority dba Invest Atlanta, ISAOA/ATIMA

- Notice of cancellation (30 days, except 10 days for nonpayment) to Invest Atlanta
- Professional Liability:
 - Limits:
 - \$1M per occurrence
 - \$2M aggregate
 - Including:
 - Coverage for claims brought by third parties or losses due to any breach of duty; neglect; error; misstatement; misleading statement; omission; or other acts relating to services performed
 - Additional Insured and Primary/Noncontributory language in favor of The Atlanta Development Authority dba Invest Atlanta, ISAOA/ATIMA, if available from carrier
 - Waiver of Subrogation in favor of The Atlanta Development Authority dba Invest Atlanta, ISAOA/ATIMA
 - Notice of cancellation (30 days, except 10 days for nonpayment) to Invest Atlanta