



Hugh McDonald  
SECRETARY OF COMMERCE

Mark Conine  
PRESIDENT,  
ARKANSAS DEVELOPMENT  
FINANCE AUTHORITY

## REQUEST FOR PROPOSALS

### Arkansas Development Finance Authority (“ADFA”)

General Grant Coordination and Project Management Community Development Block Grant – Disaster Recovery (CDBG-DR)

#### INTRODUCTION

**ADFA** is soliciting proposals from interested firms and individuals to provide General Grant Coordination and Management and Project Management Services for a Community Development Block Grant – Disaster Recovery (CDBG-DR grant). **ADFA** has received approximately \$59,048,000 in overall CDBG-DR funding. **ADFA** will receive proposals from Proposers having specific experience and qualifications in the area identified in this solicitation. For consideration, proposals for this project must contain evidence of the Proposer’s experience and abilities in the specified area and other disciplines directly related to the proposed service.

#### QUALIFICATIONS

The Proposer must show to the complete satisfaction of **ADFA** that it has the necessary facilities, ability, and financial resources to provide the services specified herein in a satisfactory manner. The Proposer should also give a past history and references in order to satisfy **ADFA** in regard to the Proposer’s qualifications. **ADFA** may make reasonable investigations deemed necessary and proper to determine the ability of the Proposer to perform the work, and the Proposer shall furnish to **ADFA** all information for this purpose that may be requested. **ADFA** reserves the right to reject any offer if the evidence submitted by, or investigation of, the Proposer fails to satisfy **ADFA** that the Proposer is properly qualified to carry out the obligations of the contract and to complete the work described therein.

Evaluation of the Proposer’s qualifications shall include:

- A. The ability, capacity, skill, financial and other necessary resources to perform the work or provide the service required;
- B. The ability to perform the work or provide the service promptly or within the time specified, without delay or interference;
- C. The character, integrity, reputation, judgment, experience, and efficiency of the Proposer, and;
- D. The quality of performance of previous contracts or services.

\*Respondents must provide a listing of the personnel to be assigned to the project, including organizational structure and each person’s area of responsibility. Resumes for each professional assigned to this project are also required. Responders must have sufficient and qualified staff immediately available to contract solicitations and to enter into and manage any components targeted by the RFP.

## SCOPE OF WORK

A. General Statement:

**ADFA** requests proposals for services of providing an approved CDBG-DR Action Plan.

B. Supporting Data:

Additional information on the Action Plan can be found in the Universal Notice on **ADFA's** website. This can be found at: [Community Development Block Grant Disaster Recovery \(CDBG-DR\) - Arkansas Development Finance Authority](#).

C. Specifically, **ADFA** requests the following services to be provided:

1. Action Plan and program development and support including Action Plan amendments.

## TIMELINE

It is expected that the Grant Coordination and Management and Project Management process will begin **May 1, 2025**.

RFP Issued: March 17, 2025

RFP Responses due: April 7, 2025, by 4:30 p.m.

Selection of Consultant: April 18, 2025

**ADFA** reserves the right to make adjustments as needed to the above schedule.

## QUESTIONS

Please direct all questions to: [lori.brockway@arkansas.gov](mailto:lori.brockway@arkansas.gov)

## SUBMISSION REQUIREMENTS

A consultant, firm, or combination thereof wishing to submit a proposal must include the following in their response:

- A brief history of the proposing entity, including general background, knowledge of housing, and experience working with relevant agencies.
- Resumes of the personnel assigned to the project.
- A statement substantiating the resources of the proposing entity and the ability to carry out the scope of work requested within the proposed timeline.
- Proposed fee structure, including billing rates, hourly rates, reimbursable expenses, etc. Preferences will be given to firm fixed pricing.
- References including contact information for at least three organizations.
- At least one (1) example of work.
- A statement of conflicts (if any) the proposing entity or key employees may have regarding these services. The statement should include conflicts, as well as any working relationships that may be perceived by disinterested parties as a conflict. If no potential conflicts of interests are identified, please state so.



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## SELECTION CRITERIA

Proposals will be reviewed and evaluated by staff.

Criteria for evaluation will include:

5% Proposal for accomplishing the tasks listed in Project Scope

70% Cost

20% Capacity to perform the services within the established timeframe

5% References

RFP SUBMISSION PROCESS Due-April 7, 2025, by 4:30 p.m. Sealed proposals must be received in the ADFA office at the address referenced below. Submittals should include three hard copies including signatures. **EDIT** - E-mail proposals will be accepted at [lori.brockway@arkansas.gov](mailto:lori.brockway@arkansas.gov) . No fax transmission will be accepted.

Department of Commerce-ADFA  
Suite 602  
1 Commerce Way  
Little Rock, AR 72120

Proposing entities must note on the outside of their proposal package:

REQUEST FOR PROPOSALS  
ADFA- CDBG-DR SERVICES