



Lower Connecticut River Valley Council of Governments

145 Dennison Road Essex, CT 06426 | –1 860 581 8554 | www.rivercog.org

REQUEST FOR PROPOSALS FOR FINANCIAL ADMINISTRATIVE AND REPORTING SUPPORT FOR MUNICIPAL AMERICAN RECOVERY PLAN ACT (ARPA) FUNDS

Introduction

In aggregate the region’s municipalities are receiving approximately \$35 million from the federal American Rescue Plan Act (ARPA) for COVID-19 Pandemic recovery projects; sewer, water, and broadband internet infrastructure; and to make up for lost revenues. The Lower Connecticut River Valley Council of Governments (RiverCOG) is seeking a contractor to assist up to 17-member municipalities with the financial administration of ARPA funds and the required reporting following their expenditure. The expenditure of ARPA funds are limited by federal statute and come with financial administration and reporting requirements that are new for many small towns. Most municipalities have limited staff time to commit towards ARPA administration and reporting tasks.

The chosen firm or individual would serve as clearinghouse for all information regarding ARPA and be responsible for finding answers to questions as they arise. The intent is to provide municipalities accurate, uniform, and timely information on the programming, expenditure, and reporting of ARPA funds, in a regular and on-demand fashion over the course of the Act. The chosen firm would also support the participating municipalities in any state or federal audits of municipal ARPA expenditures. Assistance may be required through 2026.

The chosen firm or individual should have experience in public finance and federal funding programs and have the ability to become knowledgeable on ARPA in a short time-span.

Project Description

1. The selected contractor will serve as a resource for municipalities providing uniform guidance on ARPA rules, expenditures, and reporting.
 - a. Clearinghouse for information
 - i. Gather and disseminated information coming from a variety of sources: U.S. Treasury, Congressional Offices, State of Connecticut, CCM, and others
 - ii. Obtain answers to questions as they arise
 - iii. Regularly share question answers and guidance with RiverCOG municipalities
 - b. Facilitate information sharing between municipalities
 - c. Support municipalities in ARPA fund programming and project execution
 - i. Assist municipalities with ARPA project scope development
 - ii. Provide professional review of proposed ARPA funded projects and planned project execution for compliance with ARPA
 1. Advise on procurement process for ARPA funded projects

- d. Assist municipalities with ARPA compliant calculations of lost tax revenues
 - i. Provide advice on how that is to be spent and reported
2. Set up a common reporting framework for municipalities
 - a. Create ARPA expenditure reporting using the reporting mechanism and line items provided by the U.S. Department of Treasury
 - i. Conduct data entry and report submission, as appropriate
 - ii. Prepare draft reporting submissions for municipal approvals, as appropriate
 - b. Potentially assist Middletown with any performance reporting requirements
 - c. Provide an online transparency tool to help residents understand how ARPA funds are being spent
3. Other Requirements
 - a. Familiarity with similar federal funding programs such as CDBG funds
 - b. Interact with municipal financial staff and boards, as necessary
 - c. Availability to assist with ARPA programing until the 12/31/2024 fund obligation deadline
 - d. Availability to assist with ARPA reporting until the 12/31/2026 project completion deadline

Addenda and Supplements

In the event that it becomes necessary to revise any part of these instructions, a supplement will be posted to <http://www.rivercog.org/publicnotices.html>. Respondents are free to amend or replace an already-submitted proposal up until the RFP submission deadline.

Rejection Rights

RiverCOG retains the right to reject all proposals and to re-solicit if deemed to be in their best interest to do so.

Cost of Proposal Preparation

No reimbursement will be made for any costs incurred for the preparation of a proposal or during the selection process.

Proposals to Be in Effect

Each proposal shall state that it is valid for a period of not less than 120 days from the date of receipt.

Selection is also dependent upon the negotiation of a mutually-acceptable contract with the chosen firm.

Response Requirements

The following information should be submitted with the proposal. Any additional information should be contained in a clearly marked appendix.

1. Qualifications of the firm or individual proposing to conduct the project.
 - Name, team size, and team organizational structure under which the firm(s) and personnel will conduct the project must be included.
 - Relevant experience in municipal finance and federal funding programs should be presented.
 - Any proposed sub-consultants must be clearly identified, along with their roles in the project and relevant experience.
 - The location of the primary office to be used in the project should be included.

2. Qualifications (resumes) of key personnel to be assigned to the project and a description of their responsibilities in conducting project tasks must be included.
3. Description of other similar or related experiences.
4. A timeline detailing the order and duration of project initiation and the project as a whole, as well as which tasks will be completed by the lead, subcontractors (if any), RiverCOG, and municipalities.
5. A detailed work-plan with description of proposed project approach.
6. A detailed budget, to provide a base level of services to all 17 RiverCOG member municipalities. An hourly rate can be provided for portions of the work-plan where it may not be clear as to how many hours may be needed.
7. The firm and its subcontractors must have appropriate insurance (general liability, auto, workers compensation, and/or professional liability coverage).
8. Statement of compliance with all federal and state laws and local ordinances.
9. **Submittals:** An electronic submittal is required and must be received by **4 pm on Friday, February 4, 2022**. Digital storage media may be mailed to RiverCOG, 145 Dennison Rd., Essex, CT, 06426, or emailed to Eliza LoPresti at elopresti@rivercog.org

Inquiries

Questions may only be submitted in writing and sent to Eliza LoPresti, at elopresti@rivercog.org

All questions submitted and responses will be made publicly available at <http://rivercog.org/publicnotices.html>.

The identity of persons submitting questions will not be posted.

Late Responses

RFP responses arriving late or not meeting these minimum requirements may be disqualified.

Funding

This project will be funded with a portion of participating municipalities' ARPA funds.

Small and/or minority businesses are encouraged to apply. The chosen firm must meet affirmative action and equal employment practices.