



REQUEST FOR PROPOSALS

Consulting and Project Management Services for CDBG-DR Grant

Date: November 25, 2025

I. INTRODUCTION

Good Samaritan Haven (GSH) seeks proposals from qualified consultants or firms to provide program delivery and management services for its Community Development Block Grant – Disaster Recovery (CDBG-DR) funded project.

The project, “Barre City Emergency Shelter Relocation and Floodway Site Restoration,” will relocate GSH’s emergency shelter location at 105 N. Seminary St. out of the Gunner’s Brook floodway to a resilient new site, and convert the existing floodway property into a restored green space.

About Good Samaritan Haven: GSH is central Vermont’s leading nonprofit provider of emergency shelter and support services for adults experiencing homelessness. Since 1986, GSH has provided safety, stability, and pathways to housing through a network of shelters in Barre City, Montpelier, and Berlin. Our programs include safe overnight shelter, meals, case management, recovery supports, and housing navigation. Each year, GSH serves hundreds of individuals experiencing homelessness, helping them stabilize, access health and social services, and move toward permanent housing.

CDBG-DR funds are administered in Vermont by the Agency of Commerce and Community Development (ACCD) through the Vermont Community Development Program (VCDP). All services performed under this RFP must comply with HUD’s CDBG-DR regulations, federal cross-cutting requirements, and ACCD/VCDP policies.

II. SCOPE OF SERVICES

The full Scope of Services below is dependent on receiving full funding approval. The selected consultant will assist and collaborate with GSH on all aspects of CDBG-DR grant administration, program delivery, compliance and reporting, and financial management, including but not limited to:

- Grant Administration & Financial Management – Administer the grant per HUD and VCDP rules; develop and manage budgets; ensure compliance with ACCD limits (5% admin, 15% planning, 20% combined); support pro forma development; establish reserves.
- Feasibility – work with GSH to craft feasible project by reviewing assumptions related to development budget, operating budget, capital sources, market information and applications, adjusting pro formas and applications as necessary to reflect cost estimations.
- Coordination – organize and facilitate meetings to ensure coordination of implementation and grant requirements, due diligence, and underwriting for funding processes. Manage communication between all partners and parties.
- Owner’s Representation – acts as an advocate in the project, overseeing it from start to finish to ensure it meets the owner's vision, budget, and schedule.
- Reporting & Documentation – Quarterly and DRGR reporting; Section 3, Davis-Bacon (if applicable), MBE/WBE/DBE; closeout reporting; maintain records per HUD standards.
- Procurement & Contracting – Comply with 2 CFR 200.317–200.327; assist with procurements; SAM.gov checks; document Section 3/MBE/WBE compliance.
- Environmental & Cross-Cutting Requirements – NEPA Environmental Review (24 CFR Part 58); URA; floodplain management; permitting support.
- Program Delivery Oversight – Monitor acquisition and construction compliance; review pay apps and change orders; ensure cost reasonableness.
- Closeout & Long-Term Monitoring – Prepare closeout package; support HUD/state monitoring; update pro forma and reserves for sustainability.

III. QUALIFICATIONS

Proposals must demonstrate:

- Direct experience with CDBG, CDBG-DR or HUD-funded programs
- Expertise in CDBG compliance and reporting, budgeting, financial management, and pro forma modeling
- Familiarity with CDBG-DR and HUD requirements: Section 3, Davis-Bacon, URA, NEPA, Fair Housing, MBE/WBE, civil rights
- Successful experience and completion of federally funded projects.
- Knowledge of affordable housing, shelter, or public facility development preferred

IV. PROPOSAL REQUIREMENTS

Proposals should include:

1. Cover Letter – firm name, contact info, summary of qualifications
2. Project Understanding & Approach – administration, compliance and monitoring, and budgeting approach
3. Staffing & Qualifications – resumes; HUD/VCDP experience
4. References – at least three
5. Fee Proposal – hourly rates and estimated costs
6. Availability – ability to begin early December (subject to negotiation)

V. SELECTION CRITERIA

- Experience with HUD CDBG-DR compliance & reporting (25%)
- Budgeting, financial management, and pro forma expertise (25%)
- Staff qualifications (20%)
- Project understanding & approach (15%)
- Cost proposal (15%)

VI. ADMINISTRATIVE INFORMATION

Equal Opportunity: Minority-owned, women-owned, locally-owned, and Section 3 businesses are encouraged to apply.

Submission Deadline: Proposals due Monday, December 15th, 2025 at 5:00 PM.

Submission Method:

Submit PDF proposals to:

Julie Bond, Executive Director

Good Samaritan Haven

Email: jbond@goodsamaritanhaven.org

Questions may be directed to Julie Bond no later than Friday, December 10th, 2025

Below Appendix A for insurance requirements. Insurance certificates required for entering into an agreement.

VII. ANTICIPATED TIMELINE

Procurement Schedule

- RFP Release: November 25, 2025
- Deadline for Questions: December 10, 2025
- Proposals Due: December 15, 2025
- Selection & Award: December 17, 2025 to January 9, 2025
- Services Begin: Within 10 days of award
- Completion: Through project closeout (estimated 2028)

Project Phases

- Phase 1 – Pre-Development & Entitlements (Nov 2025 – May 2026): Onboard Program Delivery and URA consultants; complete environmental review, zoning/change-of-use approval, and schematic design.
- Phase 2 – Acquisition, Tenant Relocation & Environmental Clearance (Mar – Jul 2026): Execute Purchase & Sale agreement; conduct due diligence and tenant relocation; secure environmental clearance and zoning approval; oversee architectural and engineering design.

- Phase 3 – Rehabilitation / Construction (Summer 2026 – Summer 2027): Procure and contract a general contractor; complete renovation and fit-out; obtain Certificate of Occupancy and move operations to new shelter.
- Phase 4 – Decommissioning & Pocket-Park Design (Spring – Summer 2027): Finalize parklet design, permitting, and contractor selection.
- Phase 5 – Demolition & Pocket-Park Construction / Transfer (Fall 2027 – Spring 2028): Demolish former shelter, construct pocket park, complete inspections, and close out project.

Phases 2–5 are contingent on full funding and may be refined during Phase 1 Pre-Development. Items listed above serve as an overview and do not represent full detail and scope of each phase.

Appendix A – Federal Requirements & Compliance

The selected consultant will be required to comply with all applicable federal, state, and local laws, regulations, and policies governing Community Development Block Grant – Disaster Recovery (CDBG-DR) funded projects. This includes, but is not limited to, the following provisions:

- Termination for Cause and Convenience (2 CFR 200 Appendix II(A))
- Equal Employment Opportunity (Executive Order 11246, as amended)
- Davis-Bacon Act (where applicable to construction contracts over \$2,000)
- Contract Work Hours and Safety Standards Act (for contracts over \$100,000)
- Rights to Inventions Made Under a Contract or Agreement (37 CFR Part 401)
- Clean Air Act and Federal Water Pollution Control Act compliance (for contracts over \$150,000)
- Debarment and Suspension (2 CFR 200.214) – contractors must not be suspended or debarred from federal funding.
- Byrd Anti-Lobbying Amendment (31 U.S.C. § 1352) – certification required for contracts over \$100,000.
- Access to Records – HUD, ACCD/VCDP, Comptroller General, or their representatives must have access to pertinent records.
- Procurement of Recovered Materials (2 CFR 200.323) – compliance with EPA guidelines on recovered materials.

Conflict of Interest

Proposers must disclose any potential or actual conflicts of interest, including financial, organizational, contractual, or other relationships that could create the appearance of impropriety or impair impartiality in carrying out the responsibilities under this contract. Consultants shall comply with 2 CFR 200.318(c), HUD conflict-of-interest requirements, and Vermont ACCD/VCDP policies. GSH reserves the right to disqualify proposals or terminate contracts where a conflict of interest exists.

Insurance Requirements

The selected consultant shall provide evidence of the following insurance coverages prior to contract execution, with carriers licensed to do business in Vermont:

- Professional Liability (Errors & Omissions) – minimum \$1,000,000 per claim
- Commercial General Liability – minimum \$1,000,000 per occurrence
- Workers' Compensation and Employers' Liability (as required by Vermont law)
- Cyber/Data Breach Liability – minimum \$250,000 (if handling personal or tenant data)