



**BEAR MOUNTAIN RECREATION
AND PARK DISTRICT**

**REQUEST FOR PROPOSALS
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
ADMINISTRATION SERVICES**

10300 San Diego St, Lamont CA 93241
Contact: Lorena Cervantes | General Manager
Phone (661) 845-0757 | lcervantes@bearmtnprk.com

**Proposals must be received by:
Friday, April 10, 2026
at 5:00 P.M.**

SECTION I
INTRODUCTION AND INSTRUCTIONS TO APPLICANTS

A: Introduction

Bear Mountain Recreation and Park District (the “District”) invites qualified firms to submit proposals for Community Development Block Grant (CDBG) Administration Services. The successful Applicant will enter into a contract with the District and provide services relating to CDBG Administration Services.

B: Proposed Time Schedule

Submittal Deadline:	April 10, 2026
Tentative First Interview:	TBD
Tentative Final Selection:	TBD
Tentative Contract Effective date:	TBD

C: Instructions to Applicants and Procedures for Submittal

One original (marked original) and five (5) copies (marked copy) of the proposal must be submitted in a sealed envelope or box bearing the name of the Applicant, marked ***CDBG RFP*** and submitted to the following address:

Bear Mountain Recreation and Park District
Attn: Lorena Cervantes
10300 San Diego Street
Lamont CA 93241

Applicants are solely responsible for ensuring their proposal is received by the District in accordance with the solicitation requirements, before Submittal Deadline, and at the place specified. Postmarks will not be accepted in lieu of actual delivery. No oral, telegraphic, electronic, facsimile, or telephonic proposals or modifications will be considered unless specified. The District shall not be responsible for any delays in mail or by common carriers or by transmission errors or delays or mistaken delivery. Delivery of proposals shall be made at the office specified in this Request for Proposals. All proposals shall become the property of the District.

Late proposals will not be accepted and will be returned to the Applicant unopened.

D: General Conditions

ADDITIONAL INFORMATION, RIGHT TO REQUEST. The District reserves the right, where it may serve the District’s best interest, to request additional information or clarifications from Applicants.

ADDITIONAL SERVICES. The Scope of Work describes the minimum work to be accomplished. Upon final selection of the firm, the Scope of Work may be modified and refined during negotiations with the District.

AUTHORIZED SIGNATURES. Every proposal must be signed by the person or persons legally authorized to bind the Applicant to a contract for the execution of the work. Upon request of the District, any agent submitting a proposal on behalf of a Applicant shall provide a current power of attorney certifying the agent's authority to bind the Applicant. If an individual makes the proposal, his or her name, signature, and post office address must be shown. If a firm or partnership makes the proposal, the name and post office address of the firm or partnership and the signature of at least one of the general partners must be shown. If a corporation makes the proposal, the proposal shall show the name of the state under the laws of which the corporation is chartered, the name and post office address of the corporation and the title of the person signing on behalf of the corporation. Upon request of the District, the corporation shall provide a certified copy of the bylaws or resolution of the board of directors showing the authority of the officer signing the proposal to execute contracts on behalf of the corporation.

AWARD OF PROPOSAL. Award will be made to the Applicant offering the most advantageous proposal after consideration of all Evaluation Criteria set forth in Section III. The criteria are not listed in any order of preferences. An Evaluation Committee will be established by the District. The Committee will evaluate all proposals received in accordance with the Evaluation Criteria. The District reserves the right to establish weight factors that will be applied to the criteria depending upon order of importance. Weight factors and evaluation scores will not be released until after award of proposal. The District shall not be obligated to accept the lowest priced proposal, but will make an award in the best interests of the District after all factors have been evaluated.

Discussions may, at the District's option, be conducted with responsible Applicants who submit proposals determined to be reasonably susceptible of being selected for an award. Discussions may be for the purpose of clarification to assure full understanding of, and responsiveness to, the solicitation requirements. Applicants shall be accorded fair and equal treatment with respect to any opportunity for discussion and written revision of proposals. In conducting discussions, the District will not disclose information derived from proposals submitted by competing Applicants.

COMPLIANCE WITH LAWS. All proposals shall comply with current federal, state, and other laws relative thereto.

CANCELLATION OF SOLICITATION. The District may cancel this solicitation at any time.

CONFLICT OF INTEREST. By signing the Agreement, the successful Applicant declares and warrants that no elected or appointed official, officer or employee of the District has been or shall be compensated, directly or indirectly, in connection with the award of the Agreement or any work for the proposed project. For the term of the Agreement, no elected or appointed official, officer or employee of the District, during the term of his/her service with the District shall have any direct interest in the Agreement, or obtain any present, anticipated or future

material benefit arising therefrom.

CONTRACT DOCUMENTS, EXAMINATION OF. It is the responsibility of the Applicant to carefully thoroughly examine and be familiar with these RFP documents, general conditions, all forms, specifications, drawings, plans, and addenda (if any), referred to as Contract Documents. Applicant shall satisfy himself as to the character, quantity, and quality of work to be performed and materials, labor, supervision, necessary to perform the work as specified by the Contract Documents. The failure or neglect of the Applicant to examine the Contract Documents shall in no way relieve him from any obligations with respect to the solicitation or contract. The submission of a proposal shall constitute an acknowledgment upon which the District may rely that the Applicant has thoroughly examined and is familiar with the contract documents. The failure or neglect of an Applicant to receive or examine any of the contract documents shall in no way relieve him from any obligations with respect to the Proposal. No claim will be allowed for additional compensation that is based upon a lack of knowledge of any solicitation document.

COSTS. The District is not liable for any costs incurred by Applicants before entering into a formal contract. Costs of developing the proposals or any other such expenses incurred by the Applicant in responding to the RFP, are entirely the responsibility of the Applicant, and shall not be reimbursed in any manner by the District. No reimbursable cost may be incurred in anticipation of award.

DISQUALIFICATION OF APPLICANT. If there is reason to believe that collusion exists among the Applicants, the District may refuse to consider proposals from participants in such collusion. No person, firm, or corporation under the same or different name, shall make, file, or be interested in more than one proposal for the same work unless alternate proposals are called for. Reasonable grounds for believing that any Applicant is interested in more than one Proposal for the same work will cause the rejection of all Proposals for the work in which a Applicant is interested. If there is reason to believe that collusion exists among the Applicants, the District may refuse to consider Proposals from participants in such collusion. Applicants shall submit as part of their Proposal documents the completed Non-Collusion Affidavit provided herein on page 16.

INTERPRETATION OF CONTRACT DOCUMENTS. District reserves the right to make corrections or clarifications of the information provided in this RFP. If any person is in doubt as to the true meaning of any part of the specifications or other contract documents, or finds discrepancies or omissions in the specifications, he may submit to the District a written request for an interpretation or correction.

Oral statement(s) interpretations or clarifications concerning meaning or intent of the contents of this RFP by any person are unauthorized and invalid. Modifications to the RFP, including, but not limited to the scope of work, can be made only by written addendum issued by the District.

Requests for interpretations shall be made in writing and delivered to Lorena Cervantes, General Manager, 10300 San Diego St, Lamont CA 93241 at least ten (10) days before the Submittal Deadline.

The requesting party is responsible for prompt delivery of any requests. When the District considers interpretations necessary, interpretations will be in the form of an addendum to the contract documents, and when issued, will be sent as promptly as is practical to all parties recorded by the District as having received contract documents. All such addenda shall become a part of the contract. It is the responsibility of each Applicant to ensure the District has their correct business name and address on file. Any prospective Applicant who obtained a set of contract documents is responsible for advising the District that they have a set of contract documents and wish to receive subsequent Addenda.

IRREGULARITIES. District reserves the right to waive non-material irregularities if such would be in the best interest of the District as determined by the District Manager.

NON-EXCLUSIVE CONTRACT. The successful Applicant will enter into a NON-EXCLUSIVE contract and the District reserves the right to enter into agreements with other firms for CDBG administration services.

OFFERS OF MORE THAN ONE PRICE. Applicants are NOT allowed to submit more than one proposal.

OWNERSHIP: All data, documents and other products used or developed during the project will remain the property of the District upon completion of the project.

NO OBLIGATION: The release of this RFP does not obligate or compel the District to enter into a contract or agreement.

PAYMENT TERMS. The District will make payments no more than once monthly on approved invoices, with payment terms of net 30 days upon receipt of invoice. Payment for additional work, if any, will be negotiated as required. Final payment will be made after approval and acceptance of the work.

PROPOSAL, REJECTION OF. The District reserves the right to reject any or all proposals or any part of a Proposal. The District reserves the right to reject the proposal of any Applicant who previously failed to perform adequately for the District or any other governmental agency. The District expressly reserves the right to reject the Proposal of any Applicant who is in default on the payment of taxes, licenses or other monies due the District.

PROPRIETARY INFORMATION. Proposals must **NOT** be marked as confidential or proprietary. District may refuse to consider a proposal so marked. Information in proposals shall become public information and is subject to disclosure laws.

PUBLIC OPENING. There will be no public opening of proposals. Prices and other proposal information shall not be made public until the proposal is awarded. At that time the submitted proposal information and executed contract will become public information.

PUBLIC RECORD. All proposals submitted in response to this RFP will become the property

of the District upon submittal and a matter of public record pursuant to applicable law.

RFP PART OF AGREEMENT. This Request for Proposal and Scope of Services and all conditions will become part of the agreement between the District and the successful Applicant.

SEVERABILITY. If any provisions or portion of any provision, of this contract are held invalid, illegal or unenforceable, they shall be severed from the contract and the remaining provisions shall be valid and enforceable.

SUBCONTRACTOR INFORMATION. If the proposal includes the use of subcontractors, Applicant must identify specific subcontractors and the specific requirements of this RFP for which each proposed subcontractor would perform services.

SUBCONTRACTOR REFERENCES. For all subcontractors that will be used on this project, Applicants must provide a minimum of two references from similar projects performed for any local government clients within the last three years. Information provided shall include:

- a. Client name;
- b. Project description;
- c. Dates (starting and ending);
- d. Technical environment;
- e. Staff assigned to reference engagement that will be designated for work per this RFP;
- f. Client project manager's name and telephone number.

TERMS OF THE OFFER. The District reserves the right to negotiate final contract terms with the Applicant selected. The contract between the parties will consist of the District Professional Services Agreement, the RFP together with any modifications thereto, the awarded Applicant's proposal, and all modifications and clarifications that are submitted at the request of the District during the evaluation and negotiation process. In the event of any conflict or contradiction between or among these documents, the documents shall control in the following order of precedence: the final executed contract, the RFP, any modifications and clarifications to the awarded Applicant's proposal, and the awarded Applicant's proposal. Specific exceptions to this general rule may be noted in the final executed contract. Applicant understands and acknowledges that the representations above are material and important, and will be relied on by the District in evaluation of the proposal. Applicant misrepresentation shall be treated as fraudulent concealment from the District of the facts relating to the proposal.

VALIDITY. Proposal must be valid for a period of 90 days from the due date.

WITHDRAWAL OF PROPOSAL. Applicants' authorized representative may withdraw Proposals only by written request received by the Human Resources Administrator before the Proposal Submittal Deadline.

SECTION II **PROPOSAL RESPONSE REQUIREMENTS**

Applicants shall submit one (1) original proposal marked “ORIGINAL and five (5) copies on or before the Submittal Deadline. If discrepancies are found between the copies, or between the original and copy or copies, the “ORIGINAL” will provide the basis for resolving such discrepancies. If one document is not clearly marked “ORIGINAL”, the District reserves the right to use any of the proposals as the Original. If no document can be identified as an original bearing original signatures, Applicant’s proposal may be rejected at the discretion of the District.

It is imperative that all Contractors responding to the RFP comply exactly and completely with the instructions set forth herein. Proposals must be concise but with sufficient detail to allow accurate evaluation and comparative analysis. Proposals should be straightforward and provide "layman" explanations of technical terms that are used. Emphasis should be concentrated on conforming to the RFP instructions, responding to the RFP requirements, and on providing a complete and clear description of the offer.

All proposals shall be submitted on standard 8.5” by 11” paper in hard-covered binders. All pages should be numbered and identified sequentially by section. Response items must be indexed in the following order with individual tabs:

A. Cover Letter:

Proposal must be accompanied by a cover letter, signed by an individual authorized to bind the proposing entity. An unsigned proposal is grounds for rejection. The cover letter should include an introduction of the firm and statement of professional qualifications.

B. Company Data:

Please submit the following information:

1. Official name and address.
2. Name, address, and telephone number of the Applicant’s point of contact.
3. Indicate what type of entity (corporation, company, joint venture etc). Please enclose a copy of the Joint Venture Agreement if entity is a joint venture.
4. Federal Employer I.D. Number.
5. The address, telephone numbers and fax numbers of each of your firm’s locations.
6. A detailed statement indicating whether Applicant is totally or partially owned by another business organization or individual.
7. Number of years Applicant has been in business under the present business name.
8. Number of years of experience the Applicant has had in providing required, equivalent, or related services.
9. All comparable contracts entered into during the last five (5) years, completed or not. Please indicate:
 - Year
 - Type of Contract
 - Contracting Agency

10. Any failures or refusals to complete a contract and explanation.
11. Financial interests in other lines of business.

C. Resumes and Qualifications of Personnel:

The Applicant shall furnish a personnel staffing plan with sufficient information for judging the quality and competence of the personnel dedicated to the account. In its assessment of the proposal, District will place considerable emphasis on the commitment by the Applicant to provide qualified personnel for the execution of the contract. The Applicant shall furnish resumes in outline form for the key personnel committed to this account. Applicant shall also include the number and type of additional support personnel who will be assigned to the project. The substitution or addition of individuals shall be allowed only with prior written approval of the District.

Resume Format:

Name Position Education

Show degrees earned and certifications, school and year of completion. Exclude company courses or information that is not relevant to the person's functional job duties.

Summary of Experience

In chronological order, most recent date first, summarize experience as it relates to CDBG administration services and preparation of a Consolidated Plan.

Professional Memberships/Registrations

D. Organizational Chart:

Applicant shall include an organizational chart that reflects titles of key staff and management contacts of each individual assigned to provide services under this contract.

E. References:

Applicant to provide three (3) references for whom Applicant has provided similar project services performed in California of the nature and scope as set forth in the RFP within the last five (5) years. Include name of business, name of contact person, telephone number of contact person, description of services provided.

F. Overview and Approach:

- **Understanding:** Applicant must include in this section its understanding of CDBG administration services in a municipal setting.
- **Approach:** Applicant must include in this section its approach to providing efficient and effective CDBG administration services. Include proposed administrative procedures, areas of responsibility and a discussion of service delivery such as method of contact and assignments, billing, etc.
- Applicant must reference all duties as listed in the **SCOPE OF WORK**. Applicant must note any services NOT provided by their firm.
- Applicant shall also list any resources, District assistance or other items expected to be provided by District (computer, office, etc).
- Applicant may additionally itemize those services which are further required in the servicing of the account but are not noted in the aforementioned paragraphs as requirements. Applicant will entitle this section as ADDITIONAL SERVICES.

G. Transition Plan:

Applicant must describe how they will integrate their staff and implement their services into District operations.

H. Reports:

Applicant is required to submit samples of an Action Plan and Consolidated Annual Performance and Evaluation Report (CAPER) to the DISTRICT. If you normally issue monthly status reports, please include samples. Please specify the cost for each report. If reports are available on disk, please list the formats available, and any additional costs.

I. Compensation/Payment Schedule:

Applicant is required to submit their cost proposal in the format as outlined in Section V. Applicant must state if the proposed rate is guaranteed for the term of the contract or if it is subject to adjustments. If subject to adjustments, Applicant must state the frequency of adjustments and how adjustments are determined.

J. Certificate of Insurance:

Applicant shall demonstrate the willingness and ability to submit proof of the required insurance coverage as set forth in Appendix 1 (*attached at end of this document*) prior to execution of the contract.

K. Certification of Proposal:

Applicant is required to sign and submit the Certification.

SECTION III
PROPOSAL EVALUATION AND SELECTION

An Evaluation Committee may be established by the District. The Committee may be comprised of District staff or other personnel as determine by the District and will evaluate all proposals received in accordance with the Evaluation Criteria. The District reserves the right to establish weight factors that will be applied to the criteria depending upon order of importance. Weight factors and evaluation scores will not be released until after award of proposal. The District shall not be obligated to accept the lowest priced proposal, but will make an award in the best interests of the District after all factors have been evaluated.

Selection of qualified Applicants will be based on the following criteria as set forth herein. Criteria are listed in random sequence and are not considered in any rank or order or importance. Interviews will be held with the most qualified respondents. The recommended proposal will be submitted to the District Council for contract approval.

The proposal will be evaluated on the basis of the response to all questions and requirements of this RFP. The District shall use some or all of the following criteria in its evaluation:

1. Experience of the firm, particularly of staff assigned to supervise and administer this contract
2. Education and experience of staff members assigned to account
3. Demonstrated knowledge of public agencies, particularly municipalities
4. Understanding of the needs and requirements of DISTRICT
5. Applicant's ability to perform the work within the timelines specified
6. Location of firm and availability of staff assigned to DISTRICT
7. Quality of references
8. Proposed costs
9. Content, quality, completeness and form of submitted proposal
10. Interviews.

SECTION IV **SCOPE OF SERVICES**

Background. The District invites qualified firms to submit proposals for CDBG Administration Services. The successful Applicant will enter into a contract with the District and provide CDBG Administration Services.

Organizational Structure. The District Manager is hired by the District Council and oversees all day to day operations.

TERM: The Agreement shall terminate upon the filing of the Notice of Completion for CDBG Project No. 29.20.1.

Services To Be Provided By the Selected Applicant:

Under the direction of District staff, provide typical Community Development Block Grant Administration Services including but not limited to the following:

1. Provide general CDBG program administration services and technical support under the direction of the General Manager of the District for Project No 29.20.1.
2. Develop, implement and administer CDBG Project No. 29.20.1 under the direction of the General Manager.
3. Provide a Project schedule to ensure compliance with program objectives.
4. Perform annual service-provider monitoring for compliance with program objectives.
5. Assist in preparing agendas, staff reports, and recommendations for the District Board and related special meetings for the CDBG-funded project.
6. Develop, review, and administer plans and specifications for project compliance with the National Environmental Protection Act (NEPA) and the California Environmental Quality Act (CEQA).
7. Represent the District at relevant agency and organization meetings, as directed. Attend meetings of the District Board of Directors, District staff, public officials, community leaders, developers, contractors and the general public, as needed.
8. Facilitate communication between the District and all involved entities for the CDBG-funded project, as needed.
9. Generate monthly project status reports, if necessary.
10. Prepare and implement any required public outreach or participation programs for the CDBG-funded project, if necessary.
11. Coordinate finance-related requirements for the CDBG-funded project.
12. If required, ensure public works projects comply with legal regulations and manage project bidding in accordance with federal procurement standards.
13. Provide ongoing project administration and CDBG technical support.

OTHER SERVICES

The consultant is permitted and encouraged to include within their proposal any other alternatives or optional services deemed viable for implementation by the District.

SECTION V **COMPENSATION**

The District will be flexible in considering methods of compensation. Consultants must provide specific details as to the proposed methods of compensation with examples as appropriate to clearly demonstrate compensation methods. If hourly rates are proposed, adequate information must be presented to match hourly rates to specific consultant staff, if applicable. It shall be specified as to whether lump sum retainers, hourly rates, or other methods of compensation include all overhead, reimbursable and out-of-pocket expenses. Consultants shall identify those expenses or support costs for which the District would be responsible. The consultant shall specify District facility requirements necessary to provide services outlined in the consultant's proposal.



NON-COLLUSION AFFIDAVIT.

I certify that this proposal is made without prior understanding, arrangement, agreement, or connection with any corporation, firm or person submitting a proposal for the same services, materials, supplies, or equipment, and is in all respects fair and without collusion of fraud. I certify that I have not entered into any arrangement or agreement with any Bear Mountain Recreation and Park District public officer. I understand collusive bidding is a violation of State and Federal law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of this bid and certify that I am authorized to sign this proposal for the Applicant.

Dated: _____, 2026

Name of Consultant: _____

By: _____

Name: _____

Title: _____

**APPENDIX 1
BEAR MOUNTAIN RECREATION
AND PARK DISTRICT**

**CONSULTANT'S ACKNOWLEDGEMENT OF COMPLIANCE
WITH INSURANCE REQUIREMENTS FOR
AGREEMENT FOR PROFESSIONAL SERVICES**

Consultant agrees, acknowledges and is fully aware of the insurance requirements as specified below and accepts all conditions and requirements as contained therein.

Consultant, prior to the commencement of providing services, shall obtain, provide and maintain, at its own expense, during the term of this Agreement, a policy or policies of insurance from insurance carriers admitted to do business in the State of California, satisfactory to District, which contain the coverage described below. This insurance shall be primary to any insurance maintained by District and District insurance shall not contribute to any judgment rendered against District.

1. Worker's Compensation Insurance as required by the laws of the State of California providing coverage for any and all employees of Consultant.
2. Comprehensive Liability Insurance, vehicular and non-vehicular, for claims for bodily injury, death or property damage, which may arise from the performance of Consultant's Services under this Agreement. Such insurance shall be in an amount of at least \$1 million per occurrence and in the aggregate.
3. Professional Liability Insurance, or errors and omissions insurance, for claims for bodily injury, death, property damage, or economic loss which may arise from the performance of the Consultant's work under this Agreement. Such policies shall be in the amount of \$1 million per occurrence and in the aggregate.
4. Certificates of Insurance shall be provided by the Consultant's insurance company as evidence of the above-indicated policies. The District and its Council members, officers and employees shall be named as additional insureds under policies mentioned in paragraph (2).
5. Said Certificates of Insurance shall provide that thirty (30) days written notice of cancellation shall be given to the District in the event of cancellation and/or reduction in coverage of any nature.
6. Consultant shall include subcontracting consultants, if any, as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverage for each subcontractor shall be subject to the requirements stated herein.

Dated: _____, 2026

Name of Consultant: _____

By: _____

Name: _____

Title: _____

This executed form must be submitted with Scope of Work proposal.

**APPENDIX 2
CERTIFICATION OF PROPOSAL TO THE
BEAR MOUNTAIN RECREATION AND PARK DISTRICT**

1. The undersigned hereby submits its proposal and agrees to be bound by the terms and conditions of the CDBG Request for Proposal (RFP). By submitting the response to this request, Applicant agrees, if selected to furnish services to the District in accordance with this RFP.
2. Applicant has carefully reviewed its proposal and understands and agrees that the District is not responsible for any errors or omissions on the part of the Applicant and that the Applicant is responsible for them.
3. It is understood and agreed that the District reserves the right to accept or reject any or all proposals and to waive any informality or irregularity in any proposal received by the District.
4. The proposal response includes all of the commentary, figures and data required by the Request for Proposal, dated _____, 2026.
5. The proposal shall be valid for 90 days from _____, 2026.

Dated: _____, 2026

Name of Consultant: _____

By: _____

Name: _____

Title: _____