

# REQUEST FOR PROPOSAL ADMINISTRATION SERVICES

## FY 2012 Community Development Program Edgecombe County CDBG Infrastructure Project

Dear Offeror:

This is a Request for Proposal to provide services in connection with the Edgecombe County FY 2012 CDBG Infrastructure Project. The project consists of installation of 2,550 LF of 8" sewer main, 14,600 LF of 6" force main, and a 180 gpm pump station. The County anticipates a CDBG award in the amount of \$750,000 (80% of the total project costs).

You are invited to submit a proposal to be received not later than **5:00 PM on Wednesday, July 31, 2013** to Brian Hassell, Planning Director, Edgecombe County, PO Box 10, Tarboro, NC 27886. Three (3) hard copies of the proposal shall be submitted in accordance with the following sections of this Request for Proposal:

- A. Problem Statement
- B. Scope of Work
- C. Consultant Selection Procedures
- D. Fee Proposal
- E. Proposal Content
- F. Criteria for Awards/Evaluation
- G. Federal and State Terms and Conditions

After receipt of grant award, the County will enter into a contract with the Consultant whose proposal is determined to be the most advantageous to the county, fee and other factors considered. Factors to be considered, the method used in the evaluation of the proposal and selection of the Consultant are set forth in Section F. Edgecombe County encourages proposals from small, minority and female-owned businesses, and does not discriminate on the basis of handicap status.

If you have any questions concerning the Request for Proposal, please do not hesitate to give me a call.

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Brian Hassell, Planning Director

# REQUEST FOR PROPOSAL ADMINISTRATION SERVICES

## FY 2012 Community Development Program Edgecombe County CDBG Infrastructure Project

### A. PROBLEM STATEMENT

Edgecombe County has been awarded a Small Cities Community Development Block Grant (CDBG) from the North Carolina Department of Commerce (DOC) for \$750,000 in FY 2012 Small Cities Community Development Block Grant (CDBG) from the North Carolina Department of Commerce (DOC) to undertake an Infrastructure Project. The program will be financed with \$750,000 of CDBG funds (80% of total program costs).

The County is soliciting proposals from qualified consulting firms to provide administration services to oversee grant implementation and ensure compliance with grant requirements. Project activities include installation of 2,550 LF of 8" sewer main, 14,600 LF of 6" force main, and a 180 gpm pump station.

### B. SCOPE OF WORK

The County is soliciting proposals for administration services necessary to implement the FY 2012 CDBG Infrastructure Project grant within the approved budget and schedule. Services to be performed include:

**Planning and General Administrative Services.** Start-up and on-going planning and general administrative services shall include all activities necessary to commence approved activities. Services will include, but not be limited to:

#### 1. Planning:

- a. Prepare all required materials necessary to satisfy grant conditions.
- b. Complete Environmental Review Record and Request for Release of Funds for the project to comply with all requirements of the National Environmental Policy Act (NEPA) and the State Environmental Policy Act (SEPA).
- c. Establish project files, financial management records and project budget ordinance in accordance with DOC requirements.
- d. Prepare fair housing plan, analysis of impediments (initial or update as required), citizen participation plan, equal opportunity plan, Section 3 plan, Section 504 plan and any other plans/policies as required by DOC regulations.
- e. As additional services, the County may wish to negotiate with the successful firm for comprehensive community development planning activities to include but not be limited to: housing and community development needs assessments, land development plan and regulations, hazard mitigation planning, economic development strategy, preparation of funding proposals for housing, community development and economic development projects. (The scope of work and compensation for these services are not a part of the basic services and will be negotiated at a later date.)

## 2. Project Implementation:

- a. **Implementation of Project Activities.** Technical assistance will be required in the administration of project activities. All activities will be conducted in accordance with all Federal, State, and local statutes and regulations applicable to CDBG recipients.
- b. **General Administration.** Consultant will also be required to provide technical assistance of a general administrative nature. This assistance will include, but not be limited to, recordkeeping, procurement procedures, compliance with Davis-Bacon Act, program amendments, citizen participation and disputes, equal opportunity compliance, fair housing compliance, periodic written status reports to the County and oral presentations to the governing body as requested. Technical assistance will also be required in preparing Monthly Performance Reports, Annual Performance Reports and close out documents for the program. Consultant will be required to attend DOC monitoring visits.
- c. **Schedule for Drawdown of Funds.** Consultant will be responsible for complying with the Performance Based Contract schedule to ensure that funds are drawn in accordance with the grant agreement with DOC.
- d. **Reimbursement to DOC for Improper Expenditures.** In accordance with pending grant agreement with DOC, the contract for administrative services shall include a clause holding the administrator's organization responsible for reimbursement to the County for any improperly expended grant funds that had to be returned to DOC due to negligence or omission by the administrator.

## C. CONSULTANT SELECTION PROCEDURES

Proposals will be reviewed and evaluated by County staff using the factors outlined in Section F. A recommendation will be forwarded to the governing board for consideration in June or July 2013.

## D. FEE PROPOSAL

For purpose of proposal evaluation, the Consultant is requested to provide a lump sum and an hourly fee schedule for each project team member indicating what percentage of the project each team member will complete. The hourly rates should include fringe benefits, indirect costs, and profit. The Consultant's charge for reimbursable expenses should also be indicated. Upon selection of the consultant, the County will negotiate a final contract fee with the selected consultant. Fee will not be the sole criteria for selection of the Consultant.

## E. PROPOSAL CONTENT

The Consultant's proposal must contain five parts:

1. **Technical Approach/Understanding of Program.** Describe the approach to be taken in addressing the proposed scope of work. This description is to include delineation of specific tasks to be undertaken and a project schedule showing start and completion dates for all major tasks.
2. **Experience of Proposed Personnel.** Describe the management plan to be used, staffing configurations, etc. Brief resumes of individuals involved in the project are required.

3. **CDBG Experience of the Firm.** Include a brief description of CDBG administration experience including contact person and phone numbers for each referenced job. Make sure contact listed for each project was employed at time the firm provided the services. If the local staff person who is most familiar with your work is no longer with the locality, include current contact information or indicate why the person can no longer be contacted.
4. **Familiarity with Locality.** Include a list of local CDBG project experience. Describe any other grant project experience or related work that indicates the firm's level of understanding and familiarity with the County.
5. **Fee Proposal.** (See Section D, above.)

**F. CRITERIA FOR AWARDS/EVALUATION**

The following factors will be used in evaluating Consultant's proposals and awarding of contract:

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|--|-------------|
| 1. Technical Approach/Understanding of Program | (25 points) |
| 2. Experience of Proposed Personnel            | (25 points) |
| 3. CDBG Experience of the Firm                 | (25 points) |
| 4. Familiarity with Locality                   | (15 points) |
| 5. Fee Proposal                                | (10 points) |

**G. FEDERAL AND STATE TERMS AND CONDITIONS**

The selected Consultant must comply with all the requirements of the North Carolina Community Development Block Grant Program Regulations (4 NCAC 19L) and all amendments thereto. Procurement and contract procedures outlined in 24 CFR 85 must also be followed.