

REQUEST FOR PROPOSAL
GRANT APPLICATION AND ADMINISTRATION SERVICES
FY 2012 Community Development Program
Edgecombe County Scattered Site Housing Project

Dear Offeror:

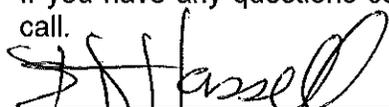
Edgecombe County is requesting proposals from qualified consulting firms to provide services necessary to complete an application and administer a FY 2012 Small Cities Community Development Block Grant (CDBG) Scattered Site Housing Project. Service fees will be paid from CDBG funds provided by the North Carolina Department of Commerce (DOC) (100% of total program costs).

You are invited to submit a proposal to be received not later than **5:00 p.m, Friday, June 14th 2013** to Brian Hassell, Planning Director, Edgecombe County, PO Box 10, Tarboro, NC 27886. Telephone 252-641-7802. Three (3) copies of the proposal should be submitted in accordance with the following sections of this Request for Proposal:

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

Edgecombe 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.



Brian Hassell, Planning Director

**REQUEST FOR PROPOSAL
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FY 2012 Community Development Program
Edgecombe County Scattered Site Housing Project**

A. PROBLEM STATEMENT

Edgecombe County is eligible for a FY 12 Small Cities Community Development Block Grant (CDBG) from the North Carolina Department of Commerce (DOC) for funds to undertake a Scattered Site Housing project in Edgecombe County. The County is soliciting proposals from qualified consulting firms to provide administrative services to manage and implement this Grant.

B. SCOPE OF WORK

Edgecombe County is soliciting proposals for administration services necessary to implement the FY 2012 CDBG-Scattered Site Housing (SSH) project within the approved budget and schedule.

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:

- Establish project files, financial management records and project budget ordinance in accordance with DOC requirements.

2. Project Implementation:

- a. **Implementation of Project Activities.** Technical assistance will be required in the administration of each project activity (housing rehabilitation, relocation and clearance). The County anticipates addressing up to 4 dwellings, which may include relocation and clearance of dwellings. Consultant will provide community development specialist services an average of two days per week. This assistance will include, but not be limited to: bid process including preparation of bid packages, bid opening, contractor's bid evaluation and recommendation of bid award; and quality assurance inspections including inspections of change orders, recommendations of contract payments and final inspection. Housing activities may also include acquisition and relocations in accordance with the federal Uniform Relocation and Acquisition Policies Act (URA), and demolition of acquired properties. 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, program amendments, citizen participation and disputes, and 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 Annual Performance Reports and close-out documents for the program. Consultant will also be required to attend monitoring visits conducted by DOC.

c. **Minimum Requirements for Administration.** In accordance with the County's CDBG-SSH regulations and guidelines, the following minimum level of administration will be required:

- inspection of active rehabilitations two days per week.
- monthly status reports on expenditures and accomplishments.

C. CONSULTANT SELECTION PROCEDURES/PROJECT SCHEDULE

Proposals will be reviewed by the County Manager's designated staff and a recommendation will be forwarded to the Board of Commissioners for consideration in July 2013. After considering factors outlined in Section F, the consulting firm will be selected, subject to negotiation of fair and reasonable compensation. Consultants will be notified by mail of the County's selection.

The project is expected to commence immediately upon approval of the Consultant by the County Board of Commissioners. The project is expected to require no more than 24 months to complete.

D. FEE PROPOSAL

Upon selection of the consultant, a fee will be negotiated based upon a maximum budget of 10% of the grant award for all administration and service delivery services.

E. PROPOSAL CONTENT

The Consultant's proposal must contain four parts:

1. **Technical.** 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 in each project activity. Include a project schedule showing start and completion dates for all major tasks.
2. **Management and Staffing.** Describe the management plan to be used, staffing configurations, etc. A brief resume of the individuals involved in the project will be required.
3. **Prior Related Experience.** A brief description of CDBG administration experience including contact person and phone numbers for each referenced job.
4. **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:

- | | |
|--|-------------|
| 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 | (25 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.