

The Town has received a Community Development Block Grant- Infrastructure (CDBG-I) award in the amount of \$1,998,672 by the North Carolina Department of Environmental Quality (NCDEQ) for the rehabilitate/replacement of approximately 7,800 LF of 8-inch gravity sanitary sewer lines.

The Town is soliciting proposals for grant administration to assist the Town in the: administration of the grant. All work for this project will be conducted to ensure compliance with all applicable federal requirements and regulations under the CDBG-I program. The fee for grant administration services will be paid with CDBG-I funds.

Scope of Services:

Grant administration services shall include, but are not limited to, standard tasks necessary for the implementation of the project in conformance with the following CDBG compliance areas: [NOTE! Must insert applicable areas of compliance and scope of work, applicable to the project].

1. Environment Review Compliance and Release of Funds and other Funding Conditions;
2. Citizen Participation Compliance;
3. Fair Housing Compliance;
4. Equal Employment and Procurement Compliance;
5. Section 3 Compliance;
6. Section 504 Compliance;
7. Completion of Language Access Plan;
8. Completion of Anti-Displacement and Relocation Assistance Plan;
9. Complaints and Grievance Procedures for Compliance Plans;
10. Labor Standards Compliance;
11. Completion of all required reports and documentation;
12. Assistance with Financial Reimbursements Forms; and
13. Setting up and managing official records.

The services will not include the disbursement or account of funds distributed by the Town's, financial officer, legal advice, fiscal audits, or assistance with activities not related to the CDBG-I project.

Proposal Submission:

Submissions provided to the Town shall include at a minimum:

1. Individual or Firm Information: the consultant or firm’s legal name, address, email, and telephone number, the principal(s) of the firm and their experience and qualifications;
2. CDBG Grant Administration Experience: description of specialized experience and technical competence of the staff to be assigned to the project with respect to CDBG grant administration, description of firm’s prior experience, including any similar projects (in particular those funded by CDBG), size of community, location, total construction cost, and name of local official knowledgeable regarding the firm’s performance. Include at least three references;
3. Consultant / Firm Capability: description of firm’s current work activities, capability of carrying out all aspects of CDBG related activities, and firm’s anticipated availability during the term of the project;
4. Cost of Services: Indicate a fee for service and explanation of the basis for the fee; and
5. Documentation of compliance with state and federal debarment/ eligibility requirements.

Proposal Evaluation Criteria:

Proposals for grant administrative services will be evaluated by a Selection Committee. Proposals will be considered on an equal competitive basis. The following criteria will be used in the evaluation process:

1. General Qualifications, Competence and Reputation of Firm or Individual Consultant
_____ # points
2. Prior CDBG Infrastructure Grant Experience of Firm or Individual Consultant
_____ # points
3. Qualifications of Actively Involved Staff (assigned staff members of Firm or Consultant)
_____ # points
4. Ability to Address Local Needs
_____ # points
5. Availability
_____ # points
6. Cost of Services _____ # points

Upon completion of the review, the Committee will make its recommendation to the Town Council for approval.

Respondents may review the CDBG-I application which includes a description of the proposed project including activities, budget, schedule, and other pertinent information by visiting the Town during regular office hours.

The information as requested on the RFP should be submitted no later than 5:00pm, March 31, 2020, Town of Kenly, 207 West Second St., PO Box 519, Kenly, NC 27542.

The Town of Kenly is an Equal Opportunity Employer and invites the submission of proposals from small and minority and women-owned firms, historically underutilized businesses, and certified/registered Section 3 businesses concerns. (*Section 3 applies if the contract is over \$100,000 for non-construction contracts*)

This information is available in Spanish or any other language upon request. Please contact Michael Douglas at 919-284-2116 or at 207 W. Second St. Kenly, NC 27542 for accommodations for this request.

Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con Michael Douglas at 919-284-2116 or at 207 W. Second St. Kenly, NC 27542 de alojamiento para esta solicitud.