

## **REQUEST FOR PROPOSALS (RFP)**

### **GRANT ADMINISTRATION SERVICES FOR CDBG-I PROJECT**

#### **Introduction**

The City of Laurinburg has received a Community Development Block Grant – Infrastructure (CDBG-I) award in the amount of \$2,000,000 by the North Carolina Department of Environmental Quality (NCDEQ) for the rehabilitation and replacement of approximately 10,000 LF of existing 8-inch gravity sewer lines and approximately 40 brick manholes and related appurtenances in an existing low income area of Laurinburg that experiences significant issues with I/I. The existing wastewater collection system serving the project area (includes Produce Market Road and numerous side streets that extend to the west and east from Produce Market Road) is comprised of 8-inch vitrified clay pipe and brick manholes that were installed around 1974 (44 years old). The project will also include replacement of the City's existing Produce Market Road Lift Station located on Geneva Street, which is more than 40 years old based on city records. The proposed improvements include construction of a new wet well and the installation of new pumps, piping valves, and related appurtenances. Improvements will also include installation of an emergency generator in accordance with NC DEQ standards. The low-to-moderate income percentage of the project area is 92.41 percent, and the poverty level for the entire town is 33.3 percent.

Contingent upon this award, the City of Laurinburg is soliciting proposals for grant administration services to assist the City in the administration and management of this project in compliance with all applicable requirements under the North Carolina CDBG-I program. The fee for grant administration services will be paid with CDBG-I funds.

#### **Project Details and Scope**

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:

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. Excessive Force Provision compliance;
12. Floodplain Certification – Map compliance;
13. Completion of all required reports and documentation;
14. Assistance with Financial Reimbursements Forms; and
15. Setting up and managing official records;

The services will not include the disbursement or account of funds distributed by the City's

financial officer, legal advice, fiscal audits, or assistance with activities not related to the CDBG-I project.

### **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 = 20 points
2. Prior CDBG Infrastructure Grant Experience of Firm or Individual Consultant = 20 points
3. Qualifications of Actively Involved Staff (assigned staff members of Firm or Consultant) = 15 points
4. Ability to Address Local Needs = 10 points
5. Availability = 10 points
6. Cost of Services = 25 Points

Upon completion of the review, the Committee will make its recommendation to the City 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 City offices during regular office hours.

### **Submittal Requirements**

**All interested firms should submit the following minimum information to the City of Laurinburg to be considered for this project:**

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.

### **Submittal Instructions & Contract Award:**

Please limit the response to no more than 10 pages, excluding the front and back cover page, and provide two (2) hard copies to the City along with an electronic copy on CD or flash drive.

All correspondence as well as any submissions regarding this RFP shall be directed to General Services Director, Harold Haywood, City of Laurinburg, 503 Hall Street, Laurinburg, NC, 28352. Mr. Haywood may be reached by telephone at (910) 276-2364 (ext. 2587), or email at [hhaywood@laurinburg.org](mailto:hhaywood@laurinburg.org).

All costs associated with the preparation of the Proposal shall be the responsibility of the submitting firm. The City of Laurinburg reserves the right to reject any and/or all proposals.

All submittals must be in a sealed envelope and have clearly marked on the envelope:

**City of Laurinburg  
Proposal for Grant Administration Services for CDBG-I Project  
Attention: Harold W. Haywood**

All submittals must be received at the office of the General Services Director, Harold W. Haywood, **City of Laurinburg, 503 Hall Street, Laurinburg, NC 28352 no later than 10:00 AM EDT on August 17, 2018.**

The City of Laurinburg is an Equal Opportunity Employer and invites the submission of proposals from minority and women-owned firms. The City of Laurinburg invites the submission of proposals from a certified Section 3 business concerns.

This information is available in Spanish or any other language upon request. Please contact Harold W. Haywood at 910-276-2364 or at 503 Hall Street, Laurinburg, NC for accommodations for this request.

“Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con Harold W. Haywood al 910-276-2364 o en 503 Hall Street, Laurinburg, NC de alojamiento para esta solicitud.”

Date: July 31, 2018

Authorized Representative: Harold W. Haywood, General Services Director



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