

PAMLICO COUNTY
REQUEST FOR PROPOSAL
CDBG-NR ADMINISTRATION SERVICES
ISSUE DATE: May 7, 2019
DUE DATE: by 12:00 PM, May 20, 2019

SUBMITTAL ADDRESS:

Postal Address: Timothy A. Buck, Pamlico County Manager,
P. O. Box 776, Bayboro, NC 28515

Street Address: Timothy A. Buck, Pamlico County Manager's Office,
302 Main Street, Bayboro, NC 28515

Pamlico County, North Carolina is seeking professional services for the preparation of and administration of a CDBG application in the Neighborhood Revitalization program offered by the Department of Commerce. The project is anticipated to include housing related activities as developed during the application process. The grant request is anticipated to be for up to \$750,000. The project will take place over the next 36 months. Grant administration services will be contingent on successful award of the grant project.

The County is soliciting proposals for grant administration services to assist the County in the administration and management of this project in compliance with all applicable requirements under the North Carolina CDBG Program. The fee for grant application and administration services will be paid with CDBG funds. Upon selection of a qualified consultant(s), Pamlico County will enter into 2 separate contractual agreements with the consultant(s): 1) Grant Application Services and 2) Grant Administration Services.

Scope of Services:

Grant application services to include meeting with the County to determine the needs of the County as related to the activities of the grant. The scope of work shall include development of the application, site visits as needed, preparation of the proposed budget, intake of application information, development of application forms and documents, assistance with preparation of public hearings, gathering of all necessary application attachments and forms and assimilation of the final application document to include timely delivery of the application to the Department of Commerce.

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. Administrative and Technical Services
2. Assistance and activities outlined in the grant agreement in order to obtain funding release
 - a. Complete program setup;
 - b. Perform necessary program administration activities throughout life cycle of grant;
 - c. Carry out financial management and official records management activities;
 - d. Completion of all required or necessary reports and documentations;
 - e. Coordinate with county employees and contractors;
 - f. Solicit bids for any contractors in the case of remaining funds
 - g. Oversee any bids, inspection of proposed site; and
 - h. Provide Pamlico County with original copies of all documents related to funding of the grant

- i. Coordinate with Pamlico County, the public, and any other group or agency for effective completion of all program activities
3. Grant Management
- a. Ensure project aligns with grant application
 - b. Policy compliance
 - c. Reporting compliance
 - d. Program closeout

Proposal Submission: Submissions provided to the County shall include at a minimum the following information:

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;
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:

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| 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)..... | 20 # points |
| 4. Ability to Address Local Needs..... | 15 # points |
| 5. Availability | 15 # points |
| 6. Cost of Services | 10 # points |

Upon completion of the review, the Committee will make its recommendation to the County Commissioners for approval.

The above information should be submitted no later than Monday, May 20th at, 12:00 p.m., to Timothy A. Buck, County Manager, County of Pamlico, P. O. Box 776, Bayboro, NC 28515 (mail) or 302 Main Street, Bayboro, NC (delivery). For more information, contact Timothy A. Buck at 252-745-3133 or by email at tim.buck@pamlicocounty.org. The County of Pamlico is an Equal Opportunity Employer and invites the submission of proposals from minority and women-owned firms.

This information is available in Spanish or any other language upon request. Please contact Timothy A. Buck at 252-745-3133 or 302 Main Street, Bayboro for accommodations for this request. Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con Timothy A. Buck al 252-745-3133 o en 302 Main Street, Bayboro, NC de alojamiento para esta solicitud.

E-Verify

Effective September 4, 2013 North Carolina local government units are prohibited from entering into certain contracts unless the contractor and the contractor's subcontractors, if any, comply with the requirements of N.C. Gen. Stats. §64-26(a). Prior to providing any services hereunder, Contractor and Contractor's subcontractors, if any, are subject to the provisions of N.C. Gen. Stats. §64-26(a). Contractor agrees to fully comply with such statute and require Contractor's subcontractors, if any, to fully comply with such statute.

Iran Divestment Act

Effective October 1, 2015 North Carolina local government units are prohibited from entering into certain contracts unless the contractor and the contractor's subcontractors, if any, comply with the requirements of §143C-6A-5. Contractor agrees to fully comply with such statute and require Contractors subcontractors, if any, to fully comply with such statute.

Divestment from Companies That Boycott Israel:

Contractor certifies that (a) it is not identified on the Israel Boycott List or any other list created by the NC State Treasurer pursuant to NC G.S. 147-86.80 et al, and (b) it will not take any action causing it to appear on any such list during the term of the Contract Agreement.