

Request for Proposals (RFP)

Administration and Grant Program Management Services

Pamlico County 2022 CDBG-NR Program

Pamlico County has received a Community Development Block Grant- Neighborhood Revitalization (CDBG-NR) award in the amount of \$2,280,400 from the North Carolina Department of Commerce Rural Economic Development Division (REDD) for housing improvements. The County is soliciting proposals for Grant Program Management Services to assist the County in the management and execution of this project in compliance with all applicable requirements under the North Carolina CDBG-NR Program.

Scope of Services:

Grant Program Management 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. Completion of all required reports and documentation
11. Assistance with Financial Reimbursements Forms
12. Setting up and managing official records
13. All aspects of Service Delivery and Program Management for all housing activities
14. Coordination and management of legal services

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

Proposal Submission:

Submissions provided to the County shall include at a minimum:

1. Individual or Firm Information:

- the firm's legal name, address, and contact information
- principal(s) of the firm
- specific individuals responsible for management of the program to include their experience and qualifications

2. CDBG Grant Program Management Experience:

- description of specialized experience and technical competence of the staff to be assigned to the project with respect to CDBG program management,
- 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.
- three references

3. Consultant / Firm Capability:

- description of firm’s current work activities,
- capability of carrying out all aspects of CDBG related activities,
- firm’s anticipated availability during the term of the project

4. Cost of Services: Indicate fees for various service components and explanation of the basis for the fees; and

5. Documentation of compliance with state and federal debarment/ eligibility requirements.

Proposal Evaluation Criteria:

Proposals for Program Management services will be evaluated by County staff. 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 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

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

The above information should be submitted no later than:

February 6, 2023

10:00 AM

pc911@pamlicocounty.org

PO Box 776, Bayboro, NC 28515

202 Main Street, Bayboro, NC 28515

For more information, contact

Autumn L. Hardison, Planner

(252) 745-4131

Pamlico County is an Equal Opportunity Employer and invites the submission of proposals from minority and women-owned firms. Pamlico County invites the submission of proposals from a certified Section 3 business 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 Autumn L. Hardison at (252) 745-4131 or at 202 Main Street, Bayboro, NC 28515 for accommodations for this request.

“Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con Autumn L. Hardison al (252) 745-4131 o en 202 Main Street, Bayboro, NC 28515 de alojamiento para esta solicitud.”

