

REQUEST FOR PROPOSALS
CDBG-I PROGRAM ADMINISTRATION SERVICES
TOWN OF SELMA
CDBG-I PROJECT

This is a Request for Proposals to provide planning and general administration services in connection with a proposed CDBG-I Infrastructure Project in Selma, North Carolina. The Town was awarded two grants totaling \$1,999,809 in CDBG Infrastructure funds from the North Carolina Department of Environmental Quality (DEQ), Division of Water Infrastructure. The initial grant is in the amount of \$116,460 and shall be used to fund activities prior to the construction phase (Release of Funds). The second grant is in the amount of \$1,883,439 and shall be used to fund activities through final construction.

You are invited to submit a proposal to be received no later than Friday, August 20, 2021 at 12:00 p.m. to Brent Taylor, Town Manager, Town of Selma, 114 N. Raiford St., Selma, NC 27576. 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
- D. Fee Schedule
- E. Proposal Contents
- F. Factors for Award/Evaluation Criteria
- G. Federal and State Terms and Conditions

Contingent upon fully executed grant contracts with DEQ, the Town of Selma will enter into a contract with the Consultant whose proposal is determined to be the most advantageous to the Town, with estimated fee and all other evaluation 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.

The Town of Selma 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. If you have any questions concerning the Request for Proposals, please contact Brent Taylor, Town Manager at btaylor@selma-nc.com or 919-965-9841 ext. 1002.

A. PROBLEM STATEMENT

The Town of Selma was awarded \$1,999,809 in CDBG-1 Infrastructure Grant funds to the North Carolina Department of Environmental Quality, Division of Water Infrastructure. The Town will hire a management consultant to assist with all required planning and general administrative activities associated with the project. The CDBG Infrastructure project is the replacement or rehabilitation of 6,505 linear feet of sewer line and the rehab of 33 manholes in a low to moderate income area of the Town.

The Town of Selma will require that the successful management firm provide all administrative services required to complete the infrastructure installation project.

B. SCOPE OF WORK

The Town of Selma is soliciting proposals for CDBG administration services necessary to implement the CDBG project within the approved budget and schedule. In accordance with the requirements of the county's CDBG application, the following minimum level of CDBG administration services will be required:

- Prepare Environmental Review Records and Release of Funds and other Funding Conditions.
- Prepare and help assist with implementation of Compliance Plans.
- Prepare requests for Payments.
- Ensure the Town is following financial requirements of program.
- Ensure the project files in local government's office or compliant.
- Assist the Town in conducting all necessary public hearings/meetings.
- Assist the Town with complying with regulations property acquisitions/easements, if necessary
- Assist project engineer in preparation of bid documents and supervisor bidding process to ensure consistency with state/federal regulations
- Prepare and/or assist in preparing construction contracts to comply with state and federal regulations.
- Obtain debarment clearance for all contractors.
- Conduct required labor standard requirements-weekly payroll checks, on-site interviews, etc.
- Attend and assist community during the state's monitoring visit(s).
- Assist the Town on any response(s) to monitoring findings/concerns.
- Prepare all necessary reports and assist with requests for information.
- Attend all necessary program training for program.
- If necessary, verify income information for new connections.
- Prepare grant close-out documents.

C. CONSULTANT SELECTION PROCEDURES

Proposals will be reviewed by the Town Manager. After considering factors outlined in Section E, a consulting firm will be recommended to the Town Council for approval, subject to negotiation of fair and reasonable compensation. Consultants will be notified by mail of the town's selection.

D. FEE SCHEDULE

For purpose of proposal evaluation, the Consultant is requested to provide an hourly fee schedule for all personnel to be involved in the project. The hourly rates should include fringe benefits, indirect costs, and profit. The Consultant should also indicate what percentage of the scope of work is expected to be completed by each individual or pay classification included in the fee proposal. The Consultant's charge for reimbursable expenses should also be included.

E. PROPOSAL CONTENTS

The Consultant's proposal must contain five parts:

1. Technical Approach/Project Schedule. 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 estimated start and completion dates for all major tasks.

2. Experience of Proposed Personnel. Describe the management plan to be used, staffing configurations, and the like. A brief resume of the individuals involved in the project will be required.

3. Prior Related Experience. Summarize CDBG administration experience on projects involving public works activities. Include only projects currently underway or completed within the past five years; and identify any outstanding monitoring findings in closed projects. Include a contact person and phone number for each referenced project.

4. Responsiveness to Client Needs. Describe specific project implementation measures intended to 1) increase benefit/cost ratios and administrative efficiency, 2) improve citizen participation and client/consultant communication, and 3) decrease citizen/contractor/ consultant disputes. Describe factors such as familiarity with the geographic area of the project, etc., which will help your firm implement project activities.

5. Fee Schedule. (See Section D., above)

F. FACTORS FOR AWARD/EVALUATION CRITERIA

The following factors will be used in evaluating Consultants' proposals and awarding of contract:

1. Technical Approach/Project Schedule (20 points)
2. Experience of Proposed Personnel (25 points)
3. Prior Related Experience (20 points)
4. Responsiveness to Client Needs (15 points)
5. Fee Schedule (20 points)

G. FEDERAL AND STATE TERMS AND CONDITIONS

The Selected Consultant must comply with all requirements of the Federal and State CDBG Regulations (24 CFR Part 570 and specific CDBG-I Program Policies) and all amendments thereto. Procurement contract procedures outlined in *CDBG-I Program Procurement Policy* will also be followed.

The above information should be submitted no later than Friday, August 20 at 12:00 p.m. to Brent Taylor, Town Manager, Town of Selma, 114 N. Raiford St., Selma, NC 27576. For more information, contact Brent Taylor, Town Manager at 919.965.9841. The Town of Selma 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.

This information is available in Spanish or any other language upon request. Please contact Brent Taylor at 919.965.9841 or at 114 N. Raiford St., NC, 27576 for accommodations for this request.

Esta información está disponible en español o en cualquier otro idioma a petición. Póngase en contacto con Brent Taylor en 919.965.9841 o en 114 N Raiford St., Selma, NC, 27576 de alojamiento para esta solicitud.

