

Request for Proposals (RFP)

2019 CDBG-Neighborhood Revitalization (CDBG-NR) Program

Grant Program Management Services

Graham County has been awarded a Community Development Block Grant-Neighborhood Revitalization (CDBG-NR) Program in the amount of \$750,000 by the Rural Development Division of the NC Department of Commerce for housing and public facility improvements in Graham County. The County is seeking proposals for Program Management services to assist the County in management of this project in compliance with all applicable requirements under the 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. 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. Coordination and intake of applications and coordination of Housing Advisory Committee activities; and
14. Service Delivery and Program Management for all housing activities, to include coordinating the procurement/bid process for qualified contractors for the construction activities and monitoring of construction activities to completion of the housing.

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 the County Manager, Economic Development, the Chairman of the Board of County Commissioners or other committee selected by the County Manager. 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 Program Management Experience of Firm or Individual Consultant 20 points
3. Qualifications of Actively Involved Staff (assigned staff members of Firm or Consultant) 20points
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, and other pertinent information by visiting the Graham County offices during regular office hours.

*Graham County Administration
12 North Main Street
Robbinsville, North Carolina 28771*

Proposal information must be received no later than April 15, 2019 at the following location or may be submitted electronically to becky.garland@grahamcounty.org.

*Graham County Administration
12 North Main Street
Robbinsville, North Carolina 28771*

For more information contact

Rebecca E. Garland, MPA, CPA
828-479-7960

Graham County is an Equal Opportunity Employer and invites the submission of proposals from minority and women owned firms and other Historically Underutilized Businesses. Graham 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 *Rebecca E. Garland, MPA, CPA* at (828) 479-7960, at 12 North Main Street, Robbinsville, NC 28771 for accommodations for this request.

“Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con *Rebecca E. Garland, MPA, CPA* al (828) 479-7960 o en *Suite 12 North Main Street, Robbinsville, NC 28771*) de alojamiento para esta solicitud.”