

Request for Proposals (RFP) for Grant Program Management Services

Nash County has received a Community Development Block Grant- Disaster Recovery (CDBG-DR) award in the amount of \$1,000,000 by the North Carolina Department of Emergency Management (NCDEM) for housing and public facility improvements pursuant to damages received from Hurricane Matthew. The County is soliciting proposals for Grant Program Management Services to assist Nash County in the management and execution of this project in compliance with all applicable requirements under the North Carolina CDBG-DR 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. Environmental 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. Completion of all required reports and documentation;
12. Assistance with Financial Reimbursements Forms;
13. Setting up and managing official records;
14. Coordination and intake of applications and coordination of Sales Force activities; and
15. Service Delivery and Program Management for all housing activities.

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-DR project.

Proposal Submission:

Submissions provided to Nash 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 a committee consisting of the Assistant to the County Manager/Grants and Intergovernmental Relations, Planning Director, and Community Development Specialist. 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)	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-DR application which includes a description of the proposed project including activities, budget, schedule, and other pertinent information by visiting the Nash County Administration Building during regular office hours.

Proposal information must be received no later than April 4, 2018 at 11:00 a.m. at the following location.

Suite 3040
120 W. Washington St.
Nashville, NC 27856

For more information contact:

Patsy K. McGhee, Assistant to the County Manager/Grants and Intergovernmental Relations
(252) 462-2434

Nash County is an Equal Opportunity Employer and invites the submission of proposals from minority and women-owned firms and other Historically Underutilized Businesses. Nash 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 Patsy McGhee at (252) 462-2434 or at Suite 3040 of 120 W. Washington Street, Nashville, NC 27856 for accommodations for this request.

“Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con Patsy McGhee al (252) 462-2434 o en Suite 3040 of 120 W. Washington Street, Nashville, NC 27856) de alojamiento para esta solicitud.”

CDBG-DR insurance requirements:

- Worker’s Compensation;
- General Liability coverage-minimum \$500,000 combined single limit; and,
- Auto Liability for all vehicles involved in the project combined single limit \$150,000 bodily injury & property damage, \$150,000 uninsured/underinsured motorist, and \$1,000 medical payment.

CDBG-DR General:

- Any changes to this RFP, if any, will be made through an Addendum and will provide sufficient time for a response.
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NOTES TO NEWSPAPERS:

“Nash County Government Account”

- Please publish March 22, 2018.
- Display advertisement in non-legal section.
- 3” x 3” or smallest readable block ad.
- Send invoice and **affidavit of publication** to:
ATTN: Patsy McGhee
Nash County
120 West Washington Street
Nashville, NC 27856
Patsy.McGhee@NashCountyNC.gov

Newspaper: Rocky Mount Telegram
Publication Date: **March 22, 2018**

Newspaper: Nashville Graphic
Publication Date: **March 22, 2018**

Newspaper: Spring Hope Enterprise
Publication Date: **March 22, 2018**