

**I. REQUEST FOR PROPOSALS - ADMINISTRATIVE SERVICES  
FOR 2022 CDBG INFRASTRUCTURE GRANT**

SOLICITING AGENCY: Town of Murphy

PROJECT TITLE: NC Community Development Block -2022 Infrastructure Grant

SERVICES SOLICITED: Professional Administrative Services for the implementation of the CDBG project specified herein.

DEADLINE FOR SUBMISSION: **10:00 a.m., Friday, April 15, 2022.**

**II. PURPOSE OF SOLICITATION**

The Town of Murphy is receiving an award from the North Carolina Department of Commerce, 2022 CDBG Infrastructure Grant to extend water/sewer services to a future workforce housing site. The total cost of the project is \$750,000.00 in CDBG funds.

**III. SCOPE OF SERVICES**

**The following will outline in detail the services to be provided by the administrative consultant:**

General Administration

1. Prepare the Environmental Review Record, publish all required notices, and send necessary documentation to the Department of Commerce Community Investment and Assistance in order to receive release of funds.
2. Preparation of all other documents required to obtain release of funds.
3. Establish and maintain a filing system in accordance with the Department of Commerce Community Investment and Assistance standards.
4. Provide copies of any documents that are part of the program administration as requested by the Town.
5. Preparation of all requisitions, disbursement documentation, and preliminary approval of disbursements. The Town will approve and sign all requisitions and disbursement checks. All posting of checks will be performed by the Town.
6. Perform all tasks necessary to procure professional services, including legal, engineers, surveyors, and contractors, to meet the program objectives. This will include the development of advertisements, requests for proposals, formal bid documents meeting Federal requirements. Assist the Town with scoring proposals for surveyors, and engineers and performing the Federal and State searches for Debarred Vendors.
7. Coordinate with all third party professional contracts for the implementation of the project and provide assistance as needed.

8. Assist engineer with construction contracts. Review bid advertisement, bid procedures, and contract documents to ensure conformance with all Federal and State Laws. Oversee the bidding of the project. Attend pre-construction conference to advise contractor of all State and Federal regulations. Review requests for payments and prepare requisitions to CI. Handle all related citizen complaints.
9. Prepare all Annual Performance Reports required by the Department of Commerce, Community Investment and Assistance.
10. Represent the Town on all monitoring visits and prepare any responses to the Department of Commerce, Community Investment and Assistance monitoring reports.
11. Provide necessary assistance during formal audits to the program.
12. Handle all aspects of Program Close-out including but not limited to public hearing notices, preparation of Final Performance Report, and Certificate of Completion.
13. Prepare quarterly status reports on accomplishments and expenditures of the project.
14. Assume all administrative responsibility for the Department of Commerce, Community Investment and Assistance Program compliance and completion of all activities defined in Town of Murphy Community Development Block Grant Application.
15. Preparation of other administrative procedures to be utilized in the implementation of the program to include all necessary forms such as application and income verification forms, grant and contract award documentation, material lien releases, tenant/landlord lease agreements, invoices, payment authorizations, contracts and change order forms.
16. Attendance at Town's Council meetings as required.
17. Preparation of bid award procedures to comply with equal opportunity requirements, and other CI contract and procurement requirements.
18. Conduct pre-construction conferences with potential contractors to review work, Equal Opportunity requirements, Section 3 and Davis Bacon requirements.
19. Inspection of all documents submitted by the engineer for work performed and authorization of payment upon satisfactory completion.
20. Processing of change orders, if applicable.
21. Preparation and upkeep of individual files for each household served.
22. Preparation of administrative procedures to be used in carrying out each activity.
23. Documenting the satisfactory completion of scheduled activities.

24. Preparation of an optional relocation policy, and coordination of all temporary relocations required during construction activities if necessary.

25. Filing of all reports and completion of activities to ensure compliance with Equal Opportunity, Section 504, Section 3, Fair Housing and Davis Bacon requirements.

26. Clerical assistance for the preparation of required reports, documents, files and forms.

27. Administrative responsibility for CDBG program compliance and completion of all activities defined in the Town of Murphy's Application for the Community Development Block Grant funding.

28. Supervision of all CI required citizen participation activities for submittal per the CDBG Infrastructure application.

29. Preparation of a Fair Housing Plan and Analysis of Impediments.

30. Preparation of required Equal Employment, Procurement and Section 3, Davis Bacon compliance plans and policies.

31. Prepare general policy documents to be adopted by the Town Council to ensure Compliance with all aspects of Certification submitted to the State.

32. Payment of costs of public advertising for bids, environmental review records, public hearings for closeout and program and/or budget amendments. All costs of advertising for public notices required by the CDBG regulations will be paid for by the Town with CDBG funds.

**Town of Murphy shall be responsible for the following:**

1. Payment of costs for annual and closeout audits by an independent public accountant.

2. Payment of costs of public advertising for general administration.

3. Examine and review all requests presented by the consultant, and render its decision pertaining thereto reasonable time so as not to delay the services of the Consultant.

4. The Town of Murphy will not pay for administrative service in excess of the allotted administrative funds.

#### **IV. EVALUATION CRITERIA**

Award of a contract for administrative services for this project shall be made to the responsible individual or firm whose proposal is most advantageous to the Town of Murphy. Special consideration will be given to experience, familiarity with the services to be provided, reputation, quality of work, and the level of training and certifications the administrative team has. This is a competitive negotiation procurement process and **is not a low bid process**. Price will be used to evaluate “cost effectiveness”, but will not a primary selection factor. Price provided will be used in conjunction with the selection factors listed below. To be considered, the firm must have a minimum of two years, (preferably more) CDBG administrative experience.

Proposal evaluation will be based on five evaluation factors, to be rated on a point system. The Town will select the most qualified individual or firm based on points awarded and attempt to negotiate with that consultant.

1. Previous and current administrative management experience on Community Development Block Grant Projects and the success of the projects. (25 Points)
2. Ability to carry out projects on schedule and to complete projects as approved by the Department of Commerce, Community Investment and Assistance. (25 Points)
3. Experience of the firm's project manager and project staff on previous Community Development Projects to also include the level of training and certifications the administrative team has, specifically as it relates to the project . (25 Points)
4. Understanding the needs of the Town and responsiveness of firm to elements in Requests for Proposals. (20 Points)
5. Lump sum or hourly not-to-exceed fee and hourly fee schedule (for evaluation purposes only). (5 Points)

#### **V. PROPOSAL CONTENTS**

If you are interested in performing the services defined, herein, please submit your Statement of Qualifications on or before **10:00 a.m., Friday, April 15, 2022**

Your proposal must specifically address each of the following items:

1. A listing of Community Development Block Grant experience, current and previous.
2. Provide your proposed staff plan by listing each individual who will work on the project. Provide a brief explanation of the specific function of each individual and the role each will play in carrying out the project and the CDBG experience of each individual. A resume for each individual to be assigned to the project should be attached including copies of certificates of training and certifications.

3. Describe how the firm is prepared to be responsible to the local needs and local preferences. Include any special knowledge of the local area needs of the jurisdiction.

4. Lump Sum Fee or Hourly Not to Exceed Fee.

**VI. LOCATION TO MAIL OR DELIVER PROPOSAL TO:**

Mail to: Chad Simons, Town Manager  
5 Wofford Street  
Murphy, NC 28906

**VII. GRANTEE DISCLOSURE REQUIREMENTS**

The total estimated cost of the 2022 CDBG Infrastructure Grant Project is \$750,000.00.

Pending funding, \$750,000.00 or 100% will be provided by CDBG funds.

The Town of Murphy is an Equal Opportunity Employer.

Local, minority, female owned, and small businesses are encouraged to submit proposals.

The Town of Murphy reserves the right to reject any or all proposals.

Historically Underutilized Businesses are encouraged to submit proposals.

This information is available in Spanish or any other language upon request. Please contact Chad Simons, 5 Wofford Street, Murphy, NC 28906, for accommodations for this request.

Esta información está disponible en español o cualquier otro idioma bajo petición. Por favor, póngase en contacto con Chad Simons, 5 Wofford Street, Murphy, Carolina del Norte 28906, alojamiento para esta solicitud.