

**TOWN OF MOUNT OLIVE  
REQUEST FOR PROPOSALS FOR PROFESSIONAL ADMINISTRATIVE SERVICES  
RELATED TO THE  
2019 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
ECONOMIC DEVELOPMENT CATEGORY  
MARCH 27, 2019**

**Introduction and Invitation**

The Town of Mount Olive is requesting proposals for professional administrative services to assist the Town in preparing a North Carolina Community Development Block Grant – Economic Development (CDBG-ED) Program project application to be submitted to the NC Department of Commerce for the 2019 round of grant funds; in addition to administering and implementing the project if the application is successful in being funded. The proposed CDBG-ED project will involve improvements at the Town's WWTP and the installation of a spray irrigation system. Total project cost is estimated to be \$5-6 million. The wastewater improvements will serve an existing industry that intends to expand and create approximately 200 new jobs. Funding may also include Golden Leaf Foundation Economic Catalyst funds.

The Town is soliciting requests for proposals for professional administrative services to assist the Town in both a) preparation of grant applications, and b) subsequent implementation of the project, if funded, in compliance with all applicable federal requirements and regulations under the CDBG-ED program. Payment terms will be negotiated with the selected firm.

**Deadline for Submission**

Proposals must be received by Wednesday, April 10, 2019 at 11:00 a.m. in the Town Manager's office. Please submit three (3) copies of proposal to:

Mr. Charles Brown  
Town Manager  
Town of Mount Olive  
114 E. James Street  
P.O. Box 939  
Mount Olive, NC 28365

Please print on front of proposal package "PROPOSAL FOR CDBG-ED ADMINISTRATIVE SERVICES." Questions should be addressed to Mr. Charles Brown at 919-658-5561.

**Scope of Services Required**

1. Prepare 2019 CDBG-ED application and Golden Leaf Foundation Economic Catalyst application:
  - a. Assist with application public hearings, including preparing notices and providing project information at the hearings.
  - b. Assist Town in preparing necessary plans, policies and guidelines as required by NC Department of Commerce.
  - c. Environmental Review to be prepared by Project Engineer. Provide application information/data as necessary to Project Engineer.
  - d. Gather documents from Project Business and Town; complete application forms and narratives; and assemble applications for CDBG-DR (hard copies) and Economic Catalyst funds (on-line).

2. Administer and Implement Funded Grants:
  - a. Prepare Release of Funds and other Funding Conditions
  - b. Prepare and help assist with implementation of Compliance Plans.
  - c. Prepare Request for Payments.
  - d. Assist with ensuring Town is following financial requirements of program.
  - e. Assist with project files in Town Manager's office.
  - f. Assist Town in conducting all necessary public hearings / meetings, including closeout public hearing.
  - g. Assist with complying with regulations property acquisitions / easements, if necessary.
  - h. Assist Project Engineer in preparation of bid documents and supervise bidding process to insure consistently with state/federal regulations.
  - i. Prepare and/or assist in preparing construction contracts to comply with state and federal regulations.
  - j. Obtain debarment clearance for all contractors.
  - k. Conduct required labor standard requirements – weekly payroll checks, on-site interviews, etc.
  - l. Attend and assist Town during the state's monitoring visit(s).
  - m. Assist Town on any response(s) to monitoring findings/concerns.
  - n. Prepare all necessary reports and assist with requests for information.
  - o. Attend all necessary program training for program.
  - p. Assist Project Business in receipt of Employee Survey Forms; and maintain cumulative record of LMI status of new employees and Quarterly Unemployment Compensation NCUI 101 Reports.
  - q. Prepare grant close-out documents.

The administrative services will not include the disbursement or account of funds distributed by the Town's Finance Officer, legal advice, fiscal audits, or assistance with activities not related to the CDBG-ED and Economic Catalyst grants.

Contracting for these two scopes of work (#1 and #2 above) shall occur separately and costs associated with each will be clearly defined. Contract executed for grant administration and implementation shall be contingent upon receiving a CDBG-ED award for the proposed project.

### **Submission Requirements**

Information provided to the Town shall include at a minimum:

1. Consultant or firm's legal name, address, email, telephone number, and the principal (s) of the firm;
2. Description of specialized experience and technical competence of the staff to be assigned to the project with respect to CDBG grant administration and knowledge of HUD programs, description of firm's prior experience, including any similar projects, and name of local official knowledgeable of the firm's performance. Included at least three references;
3. Qualifications, knowledge, and technical expertise with writing CDBG-ED applications;

4. Capacity for Performance to perform required tasks in a timely manner according to the Town's and application deadlines, given current workload and staff, and describe firm's anticipated availability during the term of the project;
5. Separate Cost of Services (grant application preparation fee, grant administration fee, etc.)
6. Documentation of Compliance with state and federal debarment/eligibility requirements.

### Submission Evaluation Criteria

Proposals will be reviewed and evaluated by the Town Manager in accordance with the following criteria.

Proposals will be considered on an equal competitive basis.

- a. General Qualifications, Competence and Reputation of Firm or Individual Consultant (20 points)
- b. Prior CDBG grant and application preparation experience of Firm or Individual Consultant (20 points)
- c. Qualifications of Actively involved Staff assigned to project (20 points)
- d. Ability to address local needs (20 points)
- e. Availability of Firm or Individual Consultant to the Town (15 points)
- f. Cost of Services (5 points)

### Selection Conditions

All awards pursuant to this procurement are contingent upon receipt and approval of Grant Agreement documents. No funds will be obligated until appropriate documents are executed and appropriate conditions are removed.

### Section 3

The work to be performed by the Consultant is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing. (Section 3 applies if the contract is over \$100,000 for non-construction contracts.)

**THE TOWN OF MOUNT OLIVE IS AN EQUAL OPPORTUNITY EMPLOYER AND SERVICE PROVIDER AND INVITES THE SUBMISSION OF PROPOSALS FROM SMALL AND MINORITY AND WOMEN-OWNED FIRMS, HISTORICALLY UNTILIZED BUSINESSES AND CERTIFIED/REGISTERED SECTION 3 BUSINESS CONCERNS.**

This information is available in Spanish or any other language upon request. Please contact Charles Brown, Town Manager, at 919-658-9539 or at the Town Hall, 114 E. James Street, Mount Olive, NC 28365 for accommodations for this request. Esta información está disponible en español o en cualquier otro idioma a petición. Póngase en contacto con Charles Brown, encargado de la ciudad, en 919-658-9539 o en el Ayuntamiento, 114 E. James Street, Mount Olive, NC 28365 de alojamiento para esta solicitud.

