

REQUEST FOR PROPOSALS  
CDBG PROGRAM ADMINISTRATION SERVICES  
COUNTY OF HYDE  
CDBG-I PROJECT 18-I-3046

This is a Request for Proposals to provide planning and general administration services in connection with a proposed CDBG-I Infrastructure Project in Engelhard, North Carolina. The county has submitted an application for \$1,200,000 in CDBG Infrastructure grant funds to the North Carolina Department of Environmental Quality, Division of Water Infrastructure.

You are invited to submit a proposal to be received no later than Friday, July 12 at 5:00 p.m. to Kris Cahoon Noble, County Manager, County of Hyde, PO Box 188, 30 Oyster Creek Road, Swan Quarter, NC 27885. 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

The County of Hyde will enter into a contract with the Consultant whose proposal is determined to be the most advantageous to the county, 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 County of Hyde encourages proposals from historically underutilized businesses, including minority and female-owned businesses.

If you have any questions concerning the Request for Proposals, please contact Rosemary Johnson, Administrative Assistant at [rjohnson@hydecountync.gov](mailto:rjohnson@hydecountync.gov) or direct dial, 252-926-4178.

**A. PROBLEM STATEMENT**

The County of Hyde has submitted an application for \$1,200,000 in CDBG-1 Infrastructure Grant funds to the North Carolina Department of Environmental Quality, Division of Water Infrastructure. The county will hire a management consultant to assist with all required planning and general administrative activities associated with the project. The CDBG Infrastructure project will extend sewer service to approximately 54 LMI-occupied residential units (26 duplexes, each served by one septic system, 16 apartments located within Mattamuskeet Village, served by one common septic system and 12 individual residences, each serviced by its own septic system). The area (54 residential; 44 occupied) is served by individual septic systems. Of the 26 sites, 20 evaluations of septic systems were conducted. Of the 20 evaluations that were conducted, 19 of the septic systems were determined to be malfunctioning, causing concerns regarding environmental health for the residents.

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

## **B. SCOPE OF WORK**

The County of Hyde 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
- Assist with ensuring community is following financial requirements of program
- Assist with project files in local government's office
- Assist community in conducting all necessary public hearings/meetings.
- Assist with complying with regulations property acquisitions/easements, if necessary
- Assist project engineer in preparation of bid documents and supervisor bidding process to insure 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 community 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

The County of Hyde shall be responsible for the following:

- Payment of costs for annual and closeout audits by an independent public accountant
- Payment of costs of public advertising for general administration, construction bidding, environmental review records, public hearings for closeout, and program and/or budget amendments. All costs of advertisement for public notices required by the CDBG regulations will be paid for by the County of Hyde
- Examine and review all requests presented to the Consultant and render its decision pertaining thereto within reasonable time so as not to delay the services of the Consultant
- All administrative costs not specifically identified as the responsibility of the Consultant shall be the responsibility of the County of Hyde.

## C. CONSULTANT SELECTION PROCEDURES

Proposals will be reviewed by the County Manager. After considering factors outlined in Section E, a consulting firm will be recommended to the Board of Commissioners 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. The County of Hyde will negotiate a fee with the successful consultant based upon management costs for similar projects recently managed by the county.

## 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 (25 points)
2. Experience of Proposed Personnel (25 points)
3. Prior Related Experience (20 points)
4. Responsiveness to Client Needs (15 points)
5. Fee Schedule (15 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 4 NCAC 19L), and all amendments thereto. Procurement contract procedures outlined in 24 CFR 85 and in the state CDBG implementation manual will also be followed.

The above information should be submitted no later than Friday, July 12 at 5:00 p.m. to Kris Cahoon Noble, County Manager, Hyde County, PO Box 188, Swan Quarter, NC 27885, or delivered to same at 30 Oyster Creek Road, Swan Quarter, NC 27885. For more information, contact Rosemary Johnson, Administrative Assistant at 252.926.4178,

Hyde County is an Equal Opportunity Employer and invites the submission of proposals from minority and women-owned firms. Hyde County invites the submission of proposals from a certified Section 3 business concern.

This information is available in Spanish or any other language upon request. Please contact Rosemary Johnson at 252.926.4178 or at 30 Oyster Creek Road, Swan Quarter, NC, for accommodations for this request.

Esta información está disponible en español o en cualquier otro idioma a petición. Póngase en contacto con Rosemary Johnson en 252.926.4178 o en 30 Oyster Creek Road, cuarto cisne, NC, de alojamiento para esta solicitud.