

City of Dunn  
Request for Proposals  
Grant Administrative Services

The City of Dunn has received a Community Development Block Grant- Infrastructure (CDBG-I) award divided into two funding parts by the North Carolina Department of Environmental Quality (NCDEQ) for the rehabilitation/replacement of approximately 13,625 Linear Feet of sewer line and rehabilitation/replacement of approximately 56 manholes. The initial grant is in the amount of \$108,360 and shall be used to fund activities prior to the construction phase. The second grant is in the amount of \$1,890,769 and shall be used to fund activities through final construction.

Contingent upon this award, the Dunn City Council is soliciting proposals for grant administration services to assist the City of Dunn in the administration and management of this project in compliance with all applicable requirements under the North Carolina CDBG-I Program. The fee for grant administration services will be paid with CDBG-I funds.

**Scope of Services:**

Grant administration 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. Environment 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; and
13. Setting up and managing official records.

The services will not include the disbursement or account of funds distributed by the City's financial officer, legal advice, fiscal audits, or assistance with activities not related to the CDBG-I project.

**Proposal Submission:**

Submissions provided to the City of Dunn shall include at a minimum:

1. Individual or Firm Information: the consultant or firm's legal name, address, email, and telephone number, the principal(s) of the firm and their experience and qualifications;
2. CDBG Grant Administration Experience: description of specialized experience and technical competence of the staff to be assigned to the project with respect to CDBG grant administration, 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. Include at least three references;

3. Consultant / Firm Capability: description of firm's current work activities, capability of carrying out all aspects of CDBG related activities, and firm's anticipated availability during the term of the project;
4. Cost of Services: Indicate a fee for service and explanation of the basis for the fee; and
5. Documentation of compliance with state and federal debarment/ eligibility requirements.

**Proposal Evaluation Criteria:**

Proposals for grant administrative services will be evaluated by a Selection Committee. Proposals will be considered on an equal competitive basis. The following criteria will be used in the evaluation process:

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| 1. <i>Specialized Experience &amp; Competence related to CDBG</i>   | <i>50 points</i> |
| 2. <i>Past record of performance of firm with respect to such factors as accessibility to clients, quality of work, ability to meet schedules</i> | <i>50 points</i> |
| 3. <i>Capability of carrying out all grant related activities</i>   | <i>50 points</i> |
| 4. <i>Cost of services</i>  | <i>25 points</i> |
| 5. <i>References</i>  | <i>25 points</i> |
| 6. <i>Met requirements of submittal</i>   | <i>50 points</i> |

Upon completion of the review, the Committee will make its recommendation to the Dunn City Council for approval.

Respondents may review the CDBG-I application which includes a description of the proposed project including activities, budget, schedule, and other pertinent information by visiting the Dunn Public Works Building at 101 E. Cleveland Street Dunn, NC 28334 during regular office hours.

**The above information should be submitted no later than 3pm on June 18, 2021, City of Dunn Administrative Offices 401 East Broad Street Dunn, NC 28334. For more information, contact Tammy Williams, Dunn City Clerk at (910)230-3501.**

The City of Dunn is an Equal Opportunity Employer and invites the submission of proposals from small and minority and women-owned firms, historically underutilized businesses, and certified/registered Section 3 businesses concerns.

This information is available in Spanish or any other language upon request. Please contact Tammy Williams at (910)230-3501 or at 401 East Broad Street Dunn, NC 28334 for accommodations for this request.

Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con Tammy Williams al (910)230-3501 o en 401 East Broad Street Dunn, NC 28334 de alojamiento para esta solicitud.

Date: May 14, 2021

Authorized Representative: Steven Neuschafer, City Manager



