

Town of Benson
Request for Proposals - Rebid
Grant Administration Services

The Town of Benson 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 20,242 Linear Feet of sewer line with the goal of eliminating inflow and infiltration. The initial grant is in the amount of \$88,360 and shall be used to fund activities prior to the construction phase. The second grant is in the amount of \$1,998,764 and shall be used to fund activities through final construction.

Contingent upon the award, the Town of Benson Board of Commissioners is soliciting proposals for Grant Administration services to assist the Town of Benson in the administration and management of this project in compliance with all applicable federal requirements and regulations under the CDBG program. The fee for grant administration services will be paid with CDBG 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 Town's financial officer, legal advice, fiscal audits, or assistance with activities not related to the CDBG-I project.

Proposal Submission:

Submissions provided to the Town of Benson 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. Consultation / 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 will be used in the evaluation process:

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| 1. <i>Specialized Experience & Competence related to CDBG</i> | 50 points |
| 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> | 50 points |
| 3. <i>Capability of carrying out all grant related activities</i> | 50 points |
| 4. <i>Cost of services</i> | 25 points |
| 5. <i>References</i> | 25 points |
| 6. <i>Met requirements of submittal</i> | 50 points |

Upon completion of the review, the Committee will make its recommendation to the Town of Benson for approval.

Responders 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 *Benson Town Hall Building at 303 E. Church Street Benson, NC 27504* during regular business hours.

The above information should be submitted no later than 3 pm on October 26, 2021, Town of Benson Town Hall 303 East Church Street Benson, NC 27504. For more information, contact.

The Town of Benson 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 also available in Spanish upon request. Please contact Angela Thornton at (919)-894-3553 or at 303 East Church Street Benson, NC 27504 for accommodations for this request.

“Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con Angie Thornton al (919)-894-3553 o en Benson Town Hall de alojamiento para esta solicitud.

Date: October 6, 2021

Authorized Representative: Fred Nelson, Town Manager

