

TOWN OF FOUR OAKS  
REQUEST FOR PROPOSALS FOR  
GRANT ADMINISTRATION SERVICES

The Town of Four Oaks has received a \$900,000 (100% of funding) Small Cities Community Development Block Grant – COVID (CDBG-CV) grant. The scope of the CDBG-CV project consists of: (1) an A/E professional service design and construction management contract; (2) a construction contract to construct a “pedestrian square” on Lassiter and South Main Streets and extend from the “pedestrian square” streetscape improvements consisting of widening public sidewalks, installing street lighting, landscaping, and parking improvements, and; (3) project administration. All project activities must be completed within 36 months of the CDBG grant award.

The purpose of this solicitation is to enable the Town to receive a sufficient number of Qualification statements to enable it to enter into a professional service contract to provide CDBG project administration.

**Scope of Services:**

Grant administration services shall include, but are not limited to, standard tasks necessary for the implementation of project activities and project conformance with the following CDBG compliance areas:

1. Environmental 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 project.

**Proposal Submission:**

Submissions provided to the Town 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 and project activities, description of staffs' prior experience, including any similar projects (in particular those funded by CDBG), location, total construction cost, and name of local official knowledgeable regarding the staff'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 as a lump sum or not-to-exceed and explanation of the basis for the fee;
5. Documentation of compliance with state and federal debarment/ eligibility requirements;
6. Documentation of Section 3 Business status.

Qualification statements that are incomplete, unconditional, obscure, altered, contain additions or materials not requested, or which have any irregularities of any kind may be rejected since it is the intent of the Owner that all proposals be comparable for purposes of evaluation.

Each offeror shall agree to comply with all applicable state, federal and municipal laws, rules, regulations and ordinances governing this project, and any other requirements that may be dictated by state or federal agency participating in project funding.

Five sets of a Qualification statement should be submitted no later than 4:00 p.m., January 5, 2021 to attention: Linwood Parker, Mayor, Box 610, 304 N. Main Street, Four Oaks, NC, 27524, or delivered to the same at 304 N. Main Street, Four Oaks, NC, 27524.

**Proposal Evaluation Criteria:**

Proposals for grant administrative services will be evaluated by the Mayor and at least one Town Commissioner member. Proposals will be considered on an equal competitive basis. The following criteria will be used in the evaluation process:

1. General Qualifications, Competence and Reputation of Firm  
or Individual Consultant ..... 20 points
2. Prior CDBG Grant Experience of Firm  
or Individual Consultant ..... 20 points
3. Qualifications of Actively Involved Staff  
(assigned staff members of Firm or Consultant) ..... 25 points
4. Ability to Address Local Needs ..... 10 points
5. Availability ..... 10 points
6. Cost ..... 5 points
7. Qualifications as a Section 3 Business ..... 5 points

Upon completion of the review, the Mayor will make a recommendation to the Town Board of Commissioners for approval consideration.

## **Equal Employment**

The Town of Four Oaks is an equal opportunity employer and encourages proposals from minority- and women-owned firms. The Town invites the submission of proposals from a certified Section 3 business concern.

The Town of Four Oaks prohibits discrimination in any manner on the basis of race, color, creed, national origin, sex, age or handicap or sexual orientation and will pursue an affirmative policy of fostering, promoting, and conducting business with Historically Under-utilized Businesses (women and minority-owned and Section 3 business enterprises).

## **Additional Information**

Please contact, Martha Garris, Town Clerk, Town of Four Oaks, PO Box 610, 304 N. Main Street, Four Oaks, NC, 27524; (919) 963-3112 ext. 23; or [mgarris@embarqmail.com](mailto:mgarris@embarqmail.com) for additional information on this request.

Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, Martha Garris, Town Clerk, Town of Four Oaks, for PO Box 610, 304 N. Main Street, Four Oaks, NC, 27524; (919) 963-3112 ext. 23; O [mgarris@embarqmail.com](mailto:mgarris@embarqmail.com) póngase en contacto con de alojamiento para esta solicitud.