

Town of Macclesfield
105 N. Railroad St. (PO Box 185)
Macclesfield, NC 27852
Phone (252) 827-4823



REQUEST FOR QUALIFICATIONS FOR HOUSING SERVICES

**TOWN OF MACCLESFIELD FY22 CDBG-NR
NEIGHBORHOOD REVITALIZATION PROJECT
MACCLESFIELD, NORTH CAROLINA
GRANT 22-C-4126**

April 8, 2026

INTRODUCTION & INVITATION

The Town of Macclesfield has been awarded FY2022 Community Development Block Grant-Neighborhood Revitalization Funds in the amount of \$930,000.00 from the NC Department of Commerce, Rural Economic Development Division. The Town of Macclesfield intends to secure the services of an experienced and qualified housing services firm to provide technical housing services required under this program to implement the rehabilitation, reconstruction, demolition, clearance, and temporary relocation housing activities for the Project. All funds must be obligated by September 28, 2026; expended by December 28, 2026; and project closed out by March 28, 2027.

DEADLINE FOR SUBMISSION

Statements of Qualifications (SOQs) must be received no later than 5 pm on Monday May 4, 2026. SOQs can either be submitted by emailing a PDF of the SOQ to Jennifer Twiss at townadmin@townofmacclesfieldnc.org or submitting two (2) hard copies to the address below. Indicate the RFQ name “**Housing Services RFQ Submission**” in the subject of the email or on any hard copies.

Town of Macclesfield
C/O Town Administrator
PO Box 185
105 N. Railroad St.
Macclesfield, NC 27852

For questions or more information, contact Jennifer Twiss, Town Administrator, at townadmin@townofmacclesfieldnc.org. This RFQ has been prepared on behalf of the Town of Macclesfield and at the request of the Town of Macclesfield.

THE TOWN OF MACCLESFIELD IS AN EQUAL OPPORTUNITY EMPLOYER AND SERVICE PROVIDER.

SMALL AND/OR MINORITY FIRMS ARE ENCOURAGED TO SUBMIT PROPOSALS

All awards pursuant to this procurement are contingent upon the Town of Macclesfield's receipt and written approval of all required CDBG-NR Grant Agreement Documents. No funds will be obligated until appropriate documents are executed and required conditions are satisfied.

SCOPE OF SERVICES

1. The proposed activities to be included in the CDBG-NR Project are as follows:
 - a. Reconstruction – 3 units
 - b. Demolition and asbestos removal – 3 units
 - c. Temporary relocation – 3 units
2. Technical housing services required to implement the rehabilitation, reconstruction, clearance and temporary relocation housing activities:
 - a. Processing of client case files, including verification of income and eligibility for housing assistance
 - b. Preparation of reconstruction housing specifications for replacement housing on site
 - c. Preparation of clearance/demolition specifications
 - d. Completion of bid processes for each housing activity, including preparation of bid packages, conducting bid opening, evaluating bids received and recommending bid award
 - e. Preparation of contract documents, Truth in Lending documents and construction startup documents
 - f. Conduct pre-construction conference to review CDBG-NR Project requirements, including non-discrimination provisions, Section 3 and related requirements
 - g. Inspect work in progress at least two times per week and when contractor is working
 - h. Process any change orders
 - i. Authorize partial pay requests
 - j. Conduct final inspection, authorize final payments and complete case closeout documents
 - k. Assess client need for relocation assistance, locate comparable housing options, assist client in evaluating relocation housing options, assist client in purchase or rental of replacement housing unit, authorize relocation housing payments or rental assistance payments for relocation of client and obtain evidence of receipt of payment from client
 - l. Assess client need for temporary relocation, locate temporary housing options, assist client in selecting temporary housing unit, obtain executed lease, authorize lease/rent payments to landlord for temporary relocation of client
 - m. Calculate moving allowance for client, process Moving Allowance Claim form, authorize payment and obtain evidence of receipt of payment from client
 - n. Maintain cumulative beneficiary information as required by CDBG-NR regulations

SOQ CONTENTS

The following information must be included in all responses to this Request for Qualifications:

- 1) Professional experience of the individual(s) or firm to provide the requested technical housing services as outlined above, with emphasis on prior experience in state or federally funded housing programs and thorough knowledge of their requirements. Individuals or firms must also provide the following information:
 - a) Legal name of firm, type of business entity (i.e., proprietorship, partnership, corporation, LLC, etc.), relevant licenses or certifications, mailing address, street address, and telephone and fax numbers, including street location of office that will be handling subject project;
 - b) Name, telephone number, cell phone number, fax number and e-mail address of the designated principal project contact;
 - c) List of personnel to be involved along with brief resumes of key employees to be assigned to the project;
 - d) Prior housing experience to include types of services and program activities with emphasis on CDBG housing experience;
 - e) Hourly fee schedule the customary housing service delivery guidelines;
 - f) Other information that will assist the Town in selecting a qualified agency.

- 2) Location list (dated) of previous state and federally funded projects and other related experience. Provide written references where available or contact for the means to obtain references.

CRITERIA FOR EVALUATION

Proposals will be reviewed and evaluated by a Town Review Committee and a recommendation will be forwarded to the Town of Macclesfield Board of Commissioners, subject to negotiation of fair and reasonable compensation. Housing specialists will be notified by email of the Town's selection.

1. The following factors will be used in evaluating housing services SOQ's and awarding of contract:
 - a. Capability of the housing services firm to perform technical housing services and understanding of CDBG housing program. (25 points).
 - b. Project Approach to complete the project within timeline provided (20 points)
 - c. Experience and prior success of firm with state and federally funded housing programs (especially CDBG housing) of similar size and scope and other similar/allied programs (20 points).
 - d. Qualifications of Key Staff assigned to the project (10 points).
 - e. Location of Project Team (10 points).
 - f. Responsiveness and availability of firm to the Town and this project (10 points).
 - g. Small, minority-owned and Section 3 firms (5 points).
2. The fee schedule will be considered but will not be a primary selection criterion.
3. Technical housing service selection and procurement shall be conducted in accordance with 24 CFR 85.36 Competitive Negotiation Process. Proposals will be solicited from all qualified firms wishing to be considered. All proposals received by the "Deadline for Submission" and prepared in accordance with the proposal instructions will be reviewed in accordance with the previously listed criteria. The Town of Macclesfield will select the technical housing service firm best qualified to perform CDBG housing services for the funded CDBG-NR program and negotiate appropriate compensation for services desired, including a final lump sum price.

FEDERAL AND STATE TERMS AND CONDITIONS

The selected housing service provider must comply with all requirements of the North Carolina Community Development Block Grant (CDBG-NR) Neighborhood Revitalization Program regulations, Federal and State Statutes, Local Law, and all amendments and supplements thereto as well as the CDBG-Neighborhood Revitalization Program requirements. Procurement and contract procedures outlined in 24 CFR, Part 85 (as amended and supplemented) must be followed as well as State and Federal Labor Standards.

Funding of the subject project is by a North Carolina Department of Commerce, Rural Economic Development Division (REDD), Community Development Block Grant (CDBG-NR). That being so, the funding and grant requirements are distinctive from previous programs hence, in addition to meeting the terms and conditions referred to in this paragraph caption and the paragraph next immediately preceding, the successful proposer will be bound by the terms and conditions of a Grant Agreement between the North Carolina Department of Commerce, Rural Economic Development Division, and the Town of Macclesfield.

SOQ SUBMITTAL REQUIREMENTS

SOQ's can either be submitted by emailing a PDF of the SOQ to Jennifer Twiss at townadmin@townofmacclesfieldnc.org, or by submitting two (2) hard copy SOQ's to the Town Hall

located at 105 N. Railroad St., Macclesfield, NC 27852 (PO Box 185), by **5 pm on Monday May 4, 2026**. Indicate the RFQ name "**Housing Services RFQ Submission**" in the subject of the email or on any hard copies.

No submissions will be opened prior to 5 pm on Monday, May 4, 2026.

ADDITIONAL INFORMATION

- 1) The Town anticipates that 100% of the costs for technical housing services will be paid with 2022 CDBG-NR funds.
- 2) Complete copies of the Grant Award are available upon written request at the Town of Macclesfield 105 N. Railroad St., Macclesfield, NC 27852 or at the Upper Coastal Plain Council of Government, 121 Nash Street W, Wilson, NC 27893 at the rate equal to the cost incurred for the printing of the documents.

QUESTIONS: Questions should be electronically submitted to Jennifer Twiss, Town Administrator at townadmin@townofmacclesfieldnc.org. Only emailed questions will be addressed and answered. Only requests answered by formal written responses will be binding. All responses to questions and addenda will be listed on the Town website.

This information is available in Spanish or any other language upon request. Please contact Jennifer Twiss, Town Administrator, at 252-827-4823 or at Town Hall at 105 N. Railroad St., Macclesfield, NC 27852 for accommodations for this request.

Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con Jennifer Twiss, Town Administrator, al 252-827-4823 o en 105 N. Railroad St., Macclesfield, NC 27852 de alojamiento para esta solicitud.

