

**TOWN OF BRUNSWICK
CDBG INFRASTRUCTURE – RESILIENCY IMPROVEMENTS – PHASE 2**

**REQUEST FOR PROPOSALS FOR GRANT ADMINISTRATIVE SERVICES
AND REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL ENGINEERING
SERVICES**

The Town of Brunswick has received a Community Development Block Grant- Infrastructure (CDBG-I) award in the amount of \$2,000,000 from the North Carolina Department of Environmental Quality (NCDEQ) for the Town's Resiliency Improvements – Phase 2 project. The project will include the construction of a new elevated storage tank to replace the Town's two hydropneumatics tanks; the installation of fire hydrants and main line valves strategically throughout the system to provide fire flow and allow isolation of the system for maintenance, as well as the abandonment of two production wells on Kings Road which will be obsolete once the system has elevated storage.

The Town of Brunswick is soliciting proposals for grant administration and qualifications for professional engineering services to assist the Town in the: administration of the grant; developing a final engineering report, and subsequent engineering design and bid package services and construction inspection services once release of funds is received. All work for this project will be conducted to ensure compliance with all applicable federal requirements and regulations under the CDBG-I program. The fee for grant administration services/grant management will be paid with CDBG-I funds. Engineering payment terms will be negotiated with the selected firm. The fee for professional engineering services will be paid with CDBG funds.

Copies of the detailed request for qualifications (RFQ) and request for proposals (RFP), including a description of the services to be provided by respondents, the minimum content of responses, and the factors to be used to evaluate the responses, can be obtained by contacting Cheryl Clewis, Town Clerk – Town of Brunswick, 40 Poplar Street, Brunswick, NC 28472; PH: 910-642-6741.

The above information should be submitted no later than **4:00 pm on Monday, December 11, 2023** to: Town of Brunswick (Attn: Cheryl Clewis, Town Clerk – Town of Brunswick, 40 Poplar Street, Brunswick, NC 28472. For more information, contact Cheryl Clewis, Town Clerk at 910-642-6741.

The Town of Brunswick is an Equal Opportunity Employer and invites the submission of proposals and qualifications 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 Cheryl Clewis, Town Clerk at (910) 642-6741, or at the Brunswick Town Hall, 40 Poplar Street, Brunswick, NC 28472 for accommodation for this request.

Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con Cheryl Clewis al (910) 642-6741 o en Brunswick Town Hall, 40 Poplar Street, Brunswick, NC de alojamiento para esta solicitud.

Publish Date: 11-16-2023

Authorized Representative: Jacqueline Williams-Rowland, Mayor

