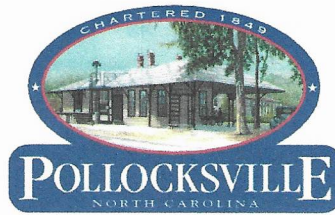


Mayor
James V. Bender, Jr.

Commissioners
Maria Robles
Nancy Barbee
Vic Bryan
Sherry W. Henderson
Ellis Banks



314 Main Street
P.O. Box 97, Pollockville, NC 28573
252-224-9831 Fax 252-224-0423
admin@townofpollockville.com

Town Clerk & Finance Officer
Toni Floyd

Utilities Operations
Johnnie J. Chadwick, Jr.

Public Works
Robby Tew

The Town of Pollockville has received a Community Development Block Grant- Infrastructure (CDBG-I) award in the amount of \$2,000,000.00 by the North Carolina Department of Environmental Quality (NCDEQ) for relocation of the town's Sanitary Sewer Pump Station No. 2, located at 111 East Street, with completion expected by December 19, 2027.

Contingent upon this award, the Town of Pollockville Board of Commissioners is soliciting proposals for grant administration services to assist the Town of Pollockville 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 Town's, City's or County'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 Pollocksville 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:

1. General Qualifications, Competence and Reputation of Firm or Individual Consultant
points 20
2. Prior CDBG Infrastructure Grant Experience of Firm or Individual Consultant
points 15
3. Qualifications of Actively Involved Staff (assigned staff members of Firm or Consultant)
points 10
4. Ability to Address Local Needs
points 20
5. Availability
points 15
6. Cost of Services
points 20

Upon completion of the review, the Committee will make its recommendation to the Town of Pollocksville Board of Commissioners 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 Town of Pollocksville offices during regular office hours.

The above information should be submitted no later than 2:00 pm on January 2, 2025 to the Town of Pollocksville at 314 Main Street, PO Box 97, Pollocksville, NC 28573.

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

This information is available in Spanish or any other language upon request. Please contact Toni Floyd at 252-224-9831 or at 314 Main Street, Pollocksville for accommodations for this request.

Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con Toni Floyd al 252-224-9831 o en 314 Main Street, Pollocksville de alojamiento para esta solicitud.

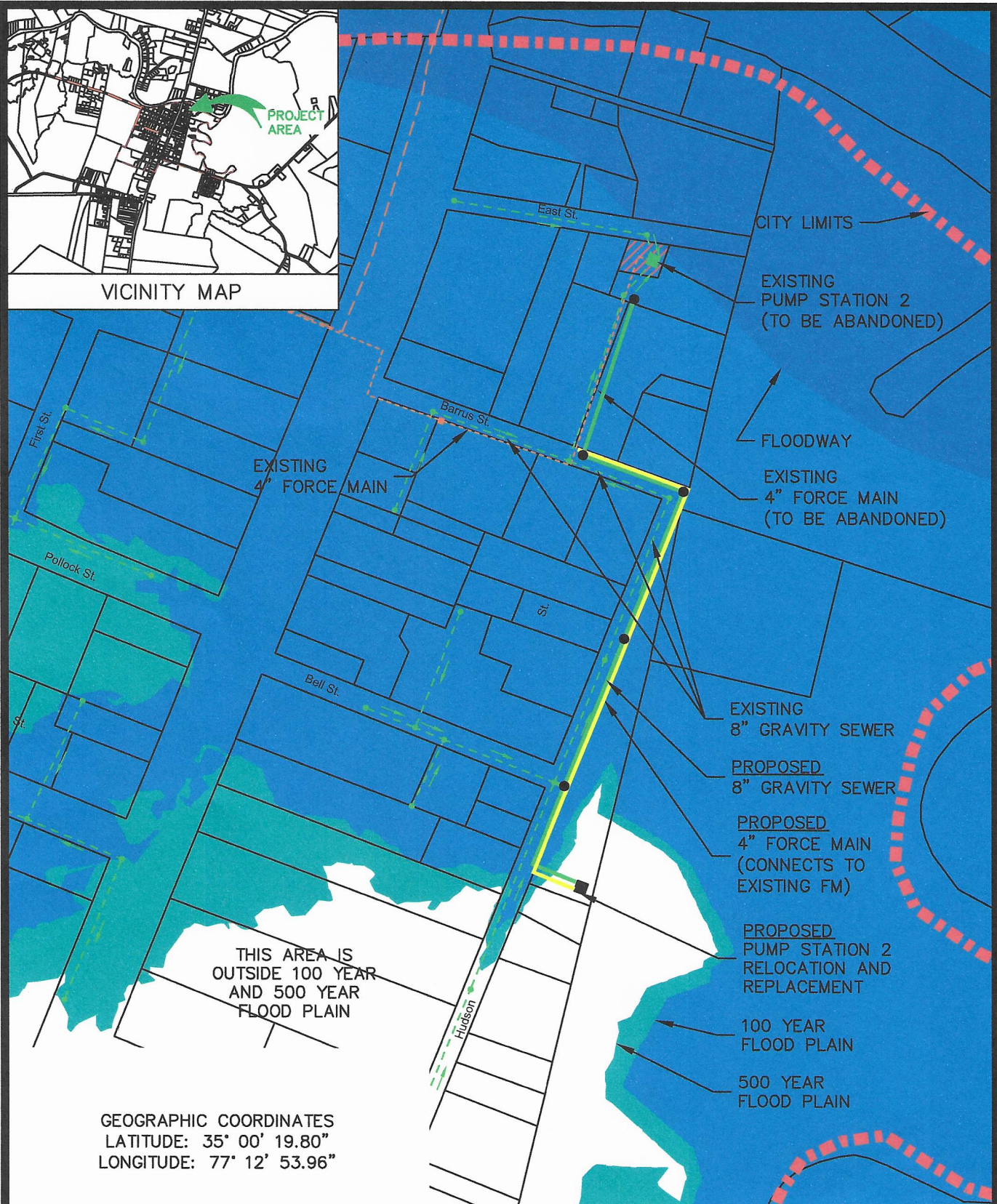
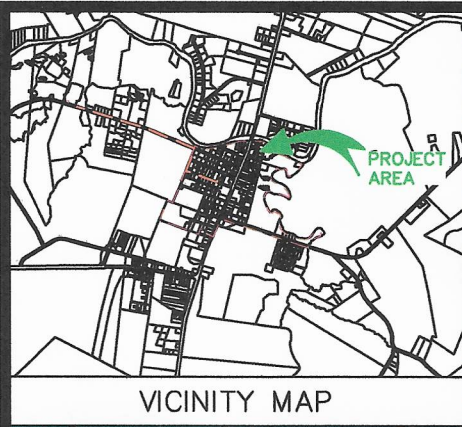
Date:

12/5/2024

Authorized Representative:

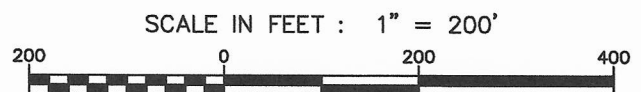
[Signature]





GEOGRAPHIC COORDINATES
 LATITUDE: 35° 00' 19.80"
 LONGITUDE: 77° 12' 53.96"

- FEMA 500 YEAR FLOOD PLAIN
- FEMA 100 YEAR FLOOD PLAIN
- FEMA FLOODWAY



PROJECT MAP
TOWN OF POLLOCKSVILLE
2024 CDBG-I APPLICATION
PUMP STATION NO. 2 IMPROVEMENTS



McDAVID ASSOCIATES, INC.
 Engineers • Planners • Land Surveyors
 3714 North Main Street, Farmville, NC 27828
 Telephone: (252) 753-2139

Scale : 1" = 200' | DWG Name.: Project Map.dwg
 File Path : W:\DBxx_gen\B84x_eng\B847_LD\2024-0307-3225

8a. Project Budget (for Construction Projects and Pre-Construction Planning Grants Only)

	Division Funding Requested	Other Secured Funding Source(s)	Total Cost Amount
Indicate construction costs by line item (e.g., linear feet of different-sized lines)			
Construction Costs			
Pump Station No. 2 Wet Well/Valve Vault	1 LS \$400,000.00	\$0.00	\$400,000.00
Duplex Pumps and Rail System	1 LS \$75,000.00	\$0.00	\$75,000.00
Backup Generator	1 LS \$100,000.00	\$0.00	\$100,000.00
Automatic Transfer Switch	1 LS \$25,000.00	\$0.00	\$25,000.00
Pump Station Sitework and Fencing	1 LS \$115,000.00	\$0.00	\$115,000.00
4" Force Main	900 LF \$45,000.00	\$0.00	\$45,000.00
Demolition Existing PS Structure	1 LS \$100,000.00	\$0.00	\$100,000.00
8" Gravity Sewer	1,200 LF \$144,000.00	\$0.00	\$144,000.00
Precast Manhole	5 EA \$50,000.00	\$0.00	\$50,000.00
Pavement Repairs	900 SY \$90,000.00	\$0.00	\$90,000.00
Borrow	5,000 CY \$150,000.00	\$0.00	\$150,000.00
Service Transfer	4 EA \$12,000.00	\$0.00	\$12,000.00
Tie-in Existing Sewer	1 LS \$10,000.00	\$0.00	\$10,000.00
Soil Testing	1 AL \$5,000.00	\$0.00	\$5,000.00
Electrical Allowance	1 AL \$10,000.00	\$0.00	\$10,000.00
Construction Stakeout	1 AL \$6,000.00	\$0.00	\$6,000.00
	Construction Administration	\$0.00	\$61,100.00
	Construction Observation	\$0.00	\$108,000.00
	<i>Contingency (10% of construction costs):</i>	\$0.00	\$132,500.00
	Construction Subtotal:	\$0.00	\$1,638,600.00
Engineering Costs			
Engineering Design	\$153,500.00	\$0.00	\$153,500.00
Permitting	\$5,000.00	\$0.00	\$5,000.00

Land Surveying Costs	\$6,000.00	\$0.00	\$6,000.00
Other:	\$0.00	\$0.00	\$0.00
<i>Engineering Subtotal:</i>	<i>\$164,500.00</i>	<i>\$0.00</i>	<i>\$164,500.00</i>
Administration Costs			
Planning (pre-construction costs)	\$0.00	\$0.00	\$0.00
Easement/Land Acquisition Costs	\$10,000.00	\$0.00	\$10,000.00
Engineering Report Preparation	\$30,000.00	\$0.00	\$30,000.00
Environmental Documentation Preparation (if applicable)	\$15,000.00	\$0.00	\$15,000.00
Legal Costs	\$1,900.00	\$0.00	\$1,900.00
Project Funding Administration (if applicable)	\$115,000.00	\$0.00	\$115,000.00
Other (Reimbursables and Labor Compliance)	\$25,000.00	\$0.00	\$25,000.00
<i>Administration Subtotal:</i>	<i>\$196,900.00</i>	<i>\$0.00</i>	<i>\$196,900.00</i>
TOTAL FUNDING REQUESTED AND PROJECT COST:	\$2,000,000.00	\$0.00	\$2,000,000.00

A PE Seal for the estimate must be provided in the space to the right for the application to be considered complete.