

4849-01R
REQUEST FOR PROPOSAL
GRANT ADMINISTRATION SERVICES
FY 2024 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
NEIGHBORHOOD REVITALIZATION

Lee County is requesting proposals from qualified consulting firms to provide professional services for the administration of a Small Cities Community Development Block Grant (CDBG) in the Neighborhood Revitalization category through the NC Dept. of Commerce. The FY 2024 CDBG-NR program will be financed with \$950,000 of CDBG funds (100% of total program costs). The CDBG-NR project scope addresses the rehabilitation of two (2) and reconstruction of three (3) severe units occupied by income eligible homeowners scattered throughout Lee County. This project will eliminate severe housing deficiencies for the selected households in an effort to upgrade their housing and living conditions into more long-term viable housing

On October 21, 2024, Lee County submitted a Community Development Block Grant – Neighborhood Revitalization (CDBG-NR) application to the North Carolina Department of Commerce (DOC) for funds to undertake a project in Lee County. The County has been notified that it will be awarded a grant for \$950,000 contingent on the execution of a grant agreement and satisfaction of all conditions outlined therein.

SCOPE OF SERVICES:

Lee County is soliciting proposals for administration and reconstruction/rehabilitation services necessary to implement the FY 2024 CDBG-NR project within the approved budget (**Attachment 1**) and schedule.

1. Planning
 - a. Prepare all required materials necessary to satisfy grant conditions
 - b. Complete Environmental Review Record and Request for Release of Funds for the project to comply with all requirements of the National Environmental Policy Act (NEPA) and the State Environmental Policy Act (SEPA).
 - c. Establish project files and financial management records in accordance with DOC requirements. All original case files must remain in the Community Development Office files.
 - d. Prepare fair housing plan analysis of impediments (initial or update as required), citizen participation plan, equal opportunity plan, Section 3 plan, Section 504 plan and optional coverage relocation plan as required by DOC regulations
2. Project Implementation
 - a. **Implementation of Project Activities.** The project includes the rehabilitation of two (2) units and the clearance and reconstruction of three (3) units. Assistance will include, but not be limited to: feasibility analysis including preparation of rehabilitation/reconstruction work write-up, as is valuation and cost estimate; bid process including preparation of bid packages, bid opening, contractor's bid evaluation, bid award; quality assurance observations including processing of change orders for County, owner and contractor approval, recommendations of contract payments and final observation. Housing activities will also include temporary relocation in accordance with the federal Uniform Relocation and Acquisition Policies Act (URA). All activities will be conducted in accordance with all Federal, State, and local statutes and regulations applicable to CDBG recipients

- b. **General Administration.** Consultant will be required to provide technical assistance of a general administrative nature. This assistance will include, but not be limited to: recordkeeping, procurement procedures, property management procedures, program amendments, citizen participation and disputes, equal opportunity compliance, fair housing compliance, periodic written status reports to the County and oral presentations to the governing body, as requested. Technical assistance will also be required in preparing Annual Performance Reports, Labor Standards Reports, and close out documents for the program. Consultant will be required to attend monitoring visits conducted by DOC.
- c. **Minimum Requirements for Administration.** In accordance with the County's CDBG-NR regulations and guidelines, the following minimum level of administration will be required:
- Inspection of active rehabilitations/reconstructions two days per week.
 - Periodic status reports on expenditures and accomplishments.
- d. **Schedule for Submission of Compliance Documents.** In accordance with the County's Grant Agreement with DOC, the respondent is to provide a schedule for completing the following documents:
- Environmental Review Preparation, Request for Release of Funds and other funding conditions;
 - Citizen Participation Compliance;
 - Fair Housing Plan, quarterly activities and related compliance reports;
 - Equal Employment and Procurement Compliance;
 - Section 3 Compliance;
 - Section 504 Compliance;
 - Completion of Language Access Plan and Analysis of Impediments;
 - Code of Conduct Policy
 - Excessive Force Policy
 - Completion of Anti-Displacement and Relocation Assistance Plan;
 - Complaints and Grievance Procedures for Compliance Plans;
 - Labor Standards Compliance;
 - Completion of all required reports and documentation;
 - Assistance with Financial Reimbursements Forms;
 - Setting up and managing official records, case files;
 - Coordination of the project with City of Sanford/Lee County Community Development
 - Assistance with and/or compliance review of procurement procedures for other professional services including those handled by the City of Sanford Engineering Staff throughout the project.
 - Preparation and assistance with Closeout documents and project monitoring.
- e. **Schedule for Drawdown of Funds.** Comply with the Performance Based Contract schedule to ensure that funds are drawn in accordance with the County's Grant Agreement with DOC.
- f. **Reimbursement to DOC for Improper Expenditures.** In accordance with County's Grant Agreement with DOC, the contract for administrative services shall include a clause holding the administrator's organization responsible for reimbursement to the County for any improperly expended grant funds that had to be returned to DOC due to negligence or omission by the administrator.

CONSULTANT SELECTION PROCEDURES

Proposals will be reviewed by Sanford/Lee County Community Development staff and a recommendation will be forwarded to the Lee County Board of Commissioners for consideration in April 2025. After considering factors outlined, the consulting firm will be selected, subject to negotiation of fair and reasonable compensation. Consultants will be notified by e-mail of the County's selection. The project is expected to commence immediately upon approval of the Consultant by the County Board of Commissioners.

FEE PROPOSAL

For the purpose of proposal evaluation, the Consultant is requested to provide an hourly fee schedule for each project team member, indicating what percentage of the project each team member will complete to be involved in the project. The hourly rates should include fringe benefits, indirect costs, and profit. The Consultant's charge for reimbursable expenses should also be indicated.

In addition, the consultant is to provide a *Not-to-Exceed Fee* as the maximum amount project administration could cost Lee County. **Please note:** If you choose to include administration and rehabilitation service delivery fees within the not-to-exceed fee, then, you must show a breakdown by administration and rehabilitation.

Following selection of the management consultant, the county may negotiate a fee for completion of the Scope of Work defined above, based on an estimated limit of 10% of the project budget (\$95,000) available for management services and based on recent projects undertaken. Lee County will not contribute local funds to program administration.

PROPOSAL CONTENT

The Consultant's proposal must contain four parts:

1. **Technical.** Describe the approach to be taken in addressing the proposed scope of work. This description is to include delineation of specific tasks to be undertaken in each project activity. Include a project schedule showing start and completion dates for all major tasks.
2. **Management and Staffing.** Describe the management plan to be used, staffing configurations, fees, etc. A brief resume of the individuals involved in the project will be required.
3. **Prior Related Experience.** A brief description of CDBG administration experience including current contact person and phone numbers for each referenced project.
4. **Fee Proposal.** (See above.)

PROPOSAL EVALUTATION CRITERIA

Proposals for grant administration services will be evaluated by a Selection Committee with representatives of the City of Sanford/Lee County. Proposals will be considered on an equal, competitive basis as well as evaluated on the firm's ability to meet the requirements of this RFP. The following criteria will be used in the evaluation process:

	Criteria	Points
1	Qualifications, Competence and Reputation of Firm or Individual Consultant; Qualifications of Actively Involved Staff	25
2	Related Grant Experience working for North Carolina municipalities on similar type CDBG projects. - Please provide references and contact information	25
3	Availability to the County. Firm's capacity to meet time and project budget requirements.	20
4	Fees/Cost of Services- Hourly Rates and Not-to-Exceed Fee Estimate	20
5	Documentation of Debarment Compliance and Eligibility Requirements	5
6	Qualifications as a Section 3 Business	5
	Total Points Available	100

FEDERAL AND STATE TERMS AND CONDITIONS

The selected Consultant must comply with all the requirements of the North Carolina Community Development Block Grant Program Regulations (4 NCAC 19L) and all amendments thereto. Procurement and contract procedures outlined in 24 CFR 85 must also be followed.

SUBMISSION REQUIREMENTS

Firms responding to this solicitation should **mail/deliver two (2) hard copies along with one (1) digital copy on USB drive** no later than **12:00 pm on Monday, May 19, 2025.**

Mail:

Jen Waterhouse, Asst. Finance Director
Lee County Finance
115 Chatham Street
Suite 301
Sanford, NC 27330

Delivery:

Jen Waterhouse, Asst. Finance Director
Lee County Finance
115 Chatham Street
Suite 301
Sanford, NC 27330

For any questions about the RFP, please contact:

Phone/Email:

Karen Kennedy, Community Development Manager
(919) 718-4657 x 5391 karen.kennedy@sanfordnc.net

Submittal packages shall be labeled ***“Request for Proposal 4849-01R – Lee County CDBG-NR 2024 Grant Administration”***.

Lee County Government is an Equal Opportunity Employer and invites the submission of proposals from minority and women-owned firms, historically underutilized businesses, and certified/registered Section 3 business concerns. *(Section 3 applies if the contract is over \$100,000 for non-construction contracts)*

This information is available in Spanish, or any other language, upon request. Please contact Karen Kennedy at 919-718-4657 x 5391, 115 Chatham Street for accommodations for this request.

“Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con Karen Kennedy al 919-718-4657 x 5391 o en *115 Chatham Street, Sanford, NC* de alojamiento para esta solicitud.



Attachment 1

**LEE COUNTY FY 2024 COMMUNITY DEVELOPMENT PROGRAM
NEIGHBORHOOD REVITALIZATION PROJECT**

Lee County proposes to undertake a Community Development Program funded by the North Carolina Department of Commers, Division of Community Assistance. The program will involve the use of \$950,000 of CDBG-NR Funds (100 percent of the total program costs).

The Lee County Neighborhood Revitalization Project consists of housing activities. Housing activities include clearance and reconstruction of three (3) units and the rehabilitation of two (2) units.

PROJECT ACTIVITIES & BUDGET	CDBG FUNDS	OTHER FUNDS
Rehabilitation of privately-owned dwellings	\$855,000	\$0
Administration (10% cap of total Grant Amount Awarded)	\$95,000	\$0
TOTAL	\$950,000	\$0