

Request for Proposals (RFP) for Grant Administration Services

Ayden has received a Community Development Block Grant – Infrastructure (CDBG-I) award in the amount of \$1,400,000 by the North Carolina Department of Environmental Quality (NCDEQ) for the replacement of approximately 2,100 LF of 8” sanitary sewer lines with manholes and services along Woodcrest Drive, Kennedy Court, Sunset Drive, Belvedere Court and Englewood Plain in the Woodcrest Housing Authority.

Ayden is soliciting proposals for grant administration services to assist the Town 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 financial officer, legal advice, fiscal audits, or assistance with activities not related to the CDBG-I 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 the firm’s 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 CDBG experience 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.
5. Documentation of compliance with state and federal debarment/ eligibility requirements.

Proposal Evaluation Criteria:

Proposals for grant administrative services will be considered on an equally competitive basis. The following criteria will be used in the evaluation process:

- | | |
|---|-----------|
| 1. Qualifications, Competence and Reputation of Firm or Individual | 25 points |
| 2. Prior CDBG Infrastructure Grant Experience of Firm or Individual | 25 points |
| 3. Qualifications of Actively Involved Staff of Firm or Individual | 20 points |
| 4. Ability to Address Local Needs | 10 points |
| 5. Availability | 10 points |
| 6. Cost of Services | 10 points |

Upon completion of the review, the review committee will make its recommendation to the authorized official.

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 offices during regular office hours.

The above information should be submitted no later than 11:00 AM November 8th, 2024, at the Ayden Administrative office 4144 West Avenue/PO Box 219, Ayden NC 28513. For more information, contact Jeremy Crawford, Town Clerk, (252) 481-5826.

Ayden is an Equal Opportunity Employer and invites the submission of proposals 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 Jeremy Crawford, Town Clerk, (252) 481-5826 or 4144 West Avenue/PO Box 219, Ayden NC 28513 for accommodation for this request.

Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con Jeremy Crawford, Town Clerk al (252) 481-5826 o en 4144 West Avenue/PO Box 219, Ayden NC 28513 de alojamiento para esta solicitud.

Date: October 19, 2024



CATEGORY I - PROJECT PURPOSE- NARRATIVE AND DOCUMENTATION
WOODCREST SANITARY SEWER IMPROVEMENTS
TOWN OF AYDEN

Line Item 1.C – Rehabilitation and Replacement

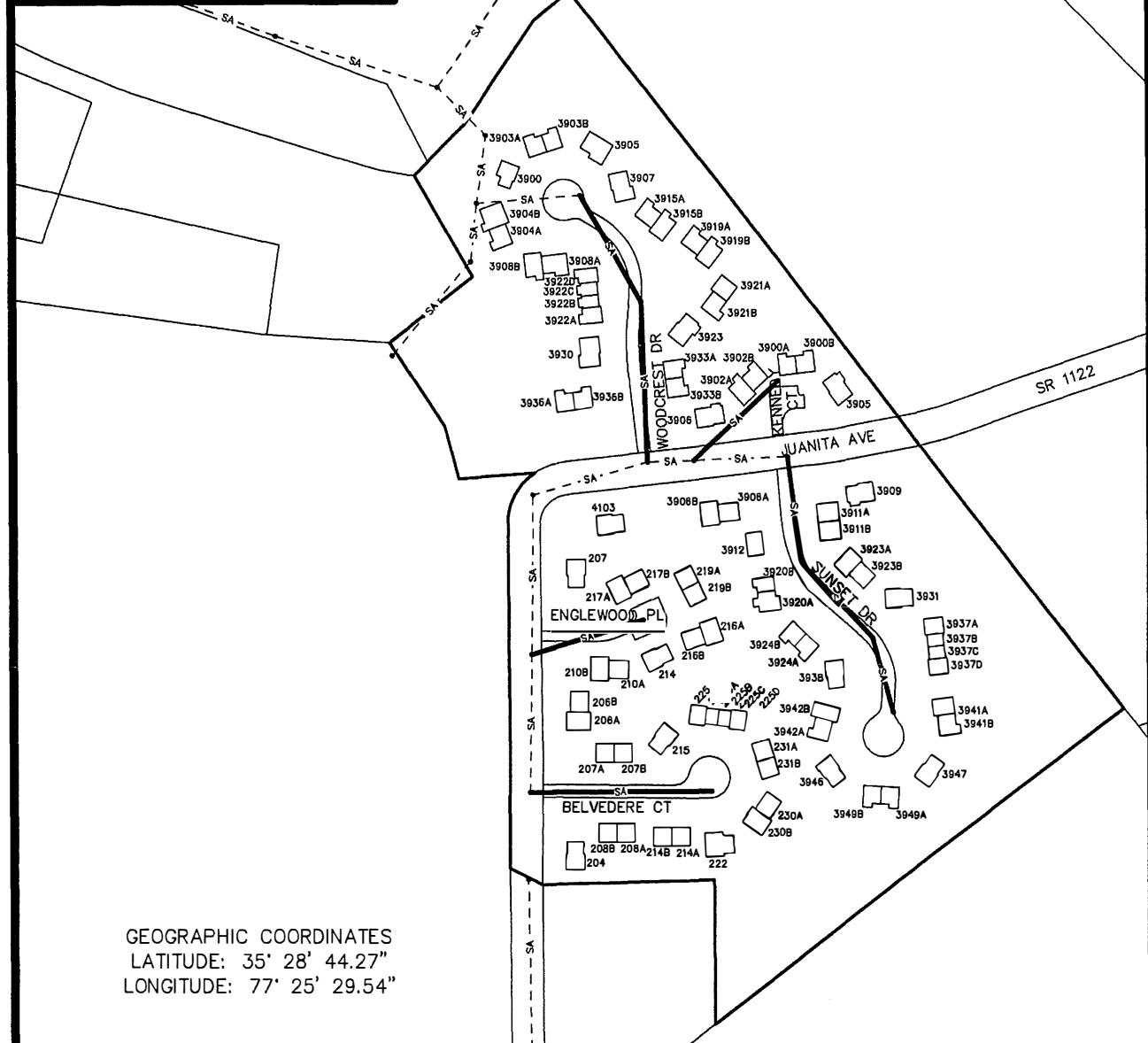
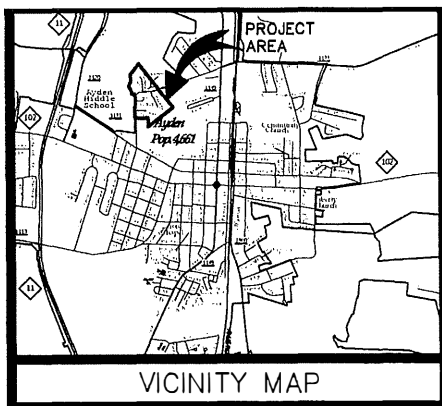
Line Item 1.C.1 – Replacing Infrastructure of a Certain Age

The proposed project will replace approximately 2,100 LF of existing 8" diameter vitrified clay pipe sewer lines that are in excess of forty (40) years of age. New pipe will be 811 diameter (equivalent size) PVC piping. Existing aged brick manholes will be replaced with new precast concrete manholes. To document age of existing sewer pipes in the project area a map with a dated "receive" stamp of 1982 is provided (project target area highlighted). Proposed sanitary sewer improvements will not result in any increase in system capacity. The project will not result in an increased demand. The project will service/benefit only existing customers.

Attachments:

- Map of Project Area
- 1982 Map of Town of Ayden Sanitary Sewer System

MAP OF PROJECT AREA



GEOGRAPHIC COORDINATES
LATITUDE: 35° 28' 44.27"
LONGITUDE: 77° 25' 29.54"

SCALE IN FEET : 1" = 300'



EXISTING SANITARY SEWER - - - - - SA - - - - -
PROPOSED SANITARY SEWER REPLACEMENT ——— SA ———

PROJECT MAP
TOWN OF AYDEN
2024 CDBG-I APPLICATION
WOODCREST SANITARY SEWER IMPROVEMENTS



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

| | |
|---|-------------------------|
| Scale : 1" = 300' | DWG Name.: Site Map.dwg |
| File Path : W:\D8xx_gen\D84x_eng\D847_LD\2024-0313-3225 | |

**1982 Map of Town of Ayden Sanitary Sewer
System**

EXISTING SANITARY SEWER COLLECTION LINES
PROPOSED FOR REPLACEMENT HIGHLIGHTED IN
YELLOW

SANITARY SEWER PLAN
AYDEN, NORTH CAROLINA

ALL SEWERS 8" UNLESS NOTED OTHERWISE

GRAPHIC SCALE IN FEET



☒ NEW WASHOLE
☐ OLDASHOLE
 — EXISTING 4" LINE
 — EXISTING 4" LINE ON DE GRANDS
 PL. FILED 1988
 NEW POINT

ALL SEWERS 8" UNLESS NOTED OTHERWISE

GRAPHIC SCALE IN FEET



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|---------------|-----------|--|------------------------------|
| | REVISIONS | CONTAINER METRO-WATER SEWAGE DISTRICT AYDEN, CITY COUNTY NORTH CAROLINA | DCS BY: DWAN BY: J. T. J. |
| | | REHABILITATION OF WASTEWATER COLLECTION SYSTEMS | CHECK BY: |
| | | | JOB NO. |
| | | AYDEN SYSTEM MAP | SCALE |
| | | | DATE: 11-1-80 |
| SUBMITTED BY: | | L. E. WOOTEN AND COMPANY CONSULTING ENGINEERS AYDEN, N.C. | SHEET NO. OF SHEETS |

(S) 20100324 (

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