



**Lenoir County**  
North Carolina

**Date of Issue: February 9, 2018**  
**Proposals Due: February 26, 2018**  
**Time: 2:00 pm**

**Request for Proposal**  
**For Grant Administration Services**  
**CDBG-DR and DRA**



*If you have received this Request for Proposal from a source other than the Wayne County Purchasing Department, it is the responsibility of the proposer to ensure that all addenda have been received. Bidders can notify Samuel Kornegay by email at [skornegay@co.lenoir.nc.us](mailto:skornegay@co.lenoir.nc.us) to ensure that your company is added to the distribution list.*

*However, it is still the responsibility of the proposer to ensure that all addenda are received prior to submitting a bid/proposal.*



## KEY INFORMATION SUMMARY SHEET

**RFP Issue Date:** February 9, 2018

**Mailing address to submit proposals:** Lenoir County  
Attn: Samuel Kornegay, EM Planner  
P.O. Box 3289  
Kinston, NC 28502

**Telephone number for verbal questions:** (252) 559-1911

**Deadline for Written Questions:** February 19, 2018

**Proposal Due Date:** February 26, 2018 at 2:00 pm

### REQUEST FOR PROPOSALS FOR GRANT ADMINISTRATION SERVICES.

Pursuant to General Statutes of North Carolina, Section 143-129, as amended, proposals, subject to the conditions and specifications herein, are invited for furnishing the following equipment, materials, services or repair work. **All proposals shall be received by the Lenoir County Emergency Services on or before 2:00 pm local time on Monday, February 29, 2018 at which time they will be publicly opened and read.**

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### MAILING INSTRUCTIONS

1. Bidder must submit a complete, fully executed proposal document.
2. If mailed, proposal should be forwarded by certified U.S. Postal Service. Please address and mark your bid as shown below.

**Lenoir County  
Emergency Services  
Attention: Samuel Kornegay  
P.O. Box 3289  
Kinston, NC 28502  
RFP Grant Administration Services**

3. If forwarded other than by U.S. Postal Service, delivery must be made directly to Lenoir County Emergency Services and Attention: Samuel Kornegay, 200 Rhodes Ave Kinston, NC 28501.

**NOTE: IF MAIL OR DELIVERY IS DELAYED BEYOND THE DATE AND HOUR SET FOR BID OPENING, PROPOSAL THAT ARE DELAYED WILL NOT BE CONSIDERED.**

Lenoir County has received a Community Development Block Grant-Disaster Recovery and State DRA award by the North Carolina Department of Emergency Management.



Contingent upon this award, the Lenoir County Emergency Services is soliciting proposals for grant administration services to assist the County in the administration and management of this project in compliance with all applicable requirements under the North Carolina CDBG-DR and State DRA Program. The fee for grant administration services will be paid with CDBG-DR and State funds.

**SCOPE OF SERVICES**

**Program and Project Management General**

- Manage all components of hurricane Matthew’s short-term and long- term programs/projects established through legislation of the North Carolina General Assembly, any agency of the state, any agency of the federal government, and/or the jurisdiction. Program management components may entail: personnel, procurement, operations, finance, information technology, intake of applications for programs/projects, processing eligibility of applicants, verification of benefits available to applicants, prevention of duplication of benefits, construction management, and/or public relations.

1. **CDBG-DR Scope of Project Activities**

	<b>Single Family Housing Unit</b>	<b>Number of Units</b>	<b>NCEM Per Unit Cost</b>	<b>Total Activity Cost</b>
<b>Rehabilitation - Stick Built (Frame)</b>	<b>LMI Owner</b>	<b>4</b>	<b>\$ 75,000</b>	<b>\$ 300,000</b>
<b>Reconstruction - Stick Built (Frame)</b>	<b>LMI Owner</b>	<b>4</b>	<b>\$ 150,000</b>	<b>\$ 600,000</b>
<b>Temporary Rental Assistance</b>	<b>LMI Owner</b>	<b>4</b>	<b>\$ 10,000</b>	<b>\$ 40,000</b>
<b>Flood Insurance Assistance</b>	<b>LMI Owner</b>	<b>5</b>	<b>\$ 2,000</b>	<b>\$ 10,000</b>
<b>PROJECT SUBTOTAL</b>				<b>\$ 950,000</b>
<b>Administration &amp; Planning</b>				<b>\$ 50,000</b>
(limited to 5% of grant by NCEM)				
<b>TOTAL PROJECT COSTS</b>				<b>\$ 1,000,000</b>

2. **Planning Services**

Planning Services required to implement the CDBG-DR Project shall include, but are not limited to:



- a. Preparation, completion and submittal of all necessary documents to satisfy all grant conditions.
- b. Completion and submittal of Environmental Review Record (including Tier 1 and Tier 2 level of reviews as required) to satisfy all requirements of the National Environmental Policy Act (NEPA), U.S. Department of Housing and Urban Development (HUD, and the State Environmental Policy Act (SEPA).
- c. Preparation and submittal of Request for Release of Funds, including the appropriate public notices and submittal of documents to obtain release of funds.
- d. Establishment of project files, financial management records and project budget ordinance in accordance with NCEM/CDBG-DR/HUD requirements.
- e. Preparation and submittal of Project Implementation Schedule and Performance Based Contract to satisfy NCEM/DOC requirements
- f. Preparation of documentation indicating the low moderate benefit of project activities with area wide benefit
- g. Preparation, completion and submittal of the following approvable plans and documents:
  - 1) Citizen Participation Plan
  - 2) Equal Opportunity Plan
  - 3) Excessive Force Policy
  - 4) Fair Housing Policy
  - 5) Assessment of Fair Housing (AFH) Plan (for jurisdictions >10,000 persons)  
[Per NCEM, County to fall under State's Analysis of Impediments (AI).]
  - 6) Fair Housing Complaint Procedure
  - 7) Local Jobs Initiative Section 3 Plan
  - 8) Policy for Equal Opportunity
  - 9) Procurement Standards Policies and Plan
  - 10) Language Access Plan
  - 11) Section 504 Self Evaluation Plan
  - 12) Section 504 Grievance Policy
  - 13) Residential Anti-Displacement and Relocation Assistance Plan
  - 14) Optional Coverage Relocation Plan
  - 15) Conflict of Interest Policy
  - 16) Any other plan or policy required by NCEM/DOC.

### 3. **Administrative Services**

Administrative services required to implement the CDBG-DR Project shall include, but are not limited to:

- a. Provision of administrative services, including but not limited to, financial management, recordkeeping, procurement procedures, compliance with NCEM/DOC/CDBG-ER requirements, citizen participation and disputes, equal opportunity compliance, periodic written status reports to the County and oral presentations to the Board of Commissioners as requested.
- b. Preparation, completion and submittal of all required reports and documentations, including the following:
  - 1) Monthly Performance Reports (as required) by Lenoir County Emergency Services and/or Lenoir County Finance Department.
  - 2) Quarterly Performance Reports
  - 3) Semi-Annual Labor Standards Reports
  - 4) Annual Debarment Certifications
  - 5) Annual Performance Reports
  - 6) Annual Section 3 Reports
  - 7) Annual Fair Housing Reports
  - 8) Annual Language Access Plan Reports



- c. Preparation and completion of all fair housing promotion activities identified in the Assessment of Fair Housing (AFH) Plan on at least a quarterly basis
- d. Preparation of Program Amendments, including preparation of public hearing notice, preparation of information to be made public at the public hearing, preparation of Environmental Review documents, preparation and submittal of Program Amendment documents to NCEM/DOC.
- e. Coordination of NCEM/DOC Monitoring visits, including attendance at monitoring visit, and completion of all monitoring checklists and all other documents required for satisfaction of monitoring requirements
- f. Assistance to the County in procurement of other professional services
- g. Complete record keeping and tracking of all expenditures, Processing of invoices, change orders and requisitions for funds.
- h. All coordination necessary with NCEM/DOC, the County, the public and any other group or agency for effective completion of all program activities, including attendance at Board of Commissioners meetings as requested.
- i. Program close out, including management of closeout public hearing process and preparation, completion and submittal of following documents:
  - 1) Closeout Performance Report
  - 2) Certificate of Completion
  - 3) Property Disposition Report
  - 4) Program Income Report
  - 5) Accomplishments and Beneficiaries Forms
  - 6) Affidavit of Publication of Closeout Public Hearing Advertisement
  - 7) Certified copy of Closeout Public Hearing Board of Commissioners Minutes
- j. All other administrative services necessary for complete program administration, coordination and completion
- k. Retain all documents for five years following the closeout or until all audits are complete and any findings are resolved. Record retention is to begin after the environmental review is complete.

#### 4. **Technical Services**

Technical services required to undertake the activities in the CDBG-DR Project shall include:

- a. Processing of client case files, including verification of income and eligibility for housing assistance
- b. Preparation of Rehabilitation or Reconstruction housing specifications for replacement housing on site
- c. Preparation of clearance/demolition specifications
- d. Rehabilitation/Reconstruction and deferred loan program set-up and administration
- e. Completion of bid process, including preparation of bid packages, conducting bid opening, evaluating bids received and recommending bid award
- f. Preparation of contract documents, Truth in Lending documents and construction startup documents
- g. Conduct pre-construction conference to review CDBG-DR Project requirements, including non-discrimination provisions, Section 3 and related requirements
- h. Inspect work in progress at least two times per week when contractor is working
- i. Process any change orders
- j. Authorize partial pay requests
- k. Conduct final inspection, authorize final payments and complete case closeout documents
- 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. Assist Attorney in execution and recording of deed restrictions for houses in the 100-year floodplain in order to satisfy the HUD requirement that houses receiving CDBG-DR assistance will be covered by flood insurance by the current owner and all subsequent owners in perpetuity
- o. Assist homeowners in processing claims for reimbursement of hurricane clean up and repair expenses, including verifying receipts and other sources of repair funds and submitting final authorization for amount of reimbursement due to the County.
- p. Administration of all labor standards requirements (where applicable), including determining applicable wage decisions; conducting employee interviews; reviewing payrolls for proper prevailing wages and required documentation; submitting labor standards compliance requests to contractors; and resolving any discrepancies between payroll and employee interviews.
- q. Upon signing a contract, the awarded vendor must establish an office located in Lenoir County for the duration of the contract.
- r. Commit to vendor management of construction activities that cannot be done prior to the environmental review completion.

**5. FEMA Hazard Mitigation Grant Program Activities.**

- a. Provide post award grant administration services and program management services for projects funded by HMGP, FMA or PDM. This may include outreach, intake, documentation processing, construction inspection, and closeout.

**QUALIFICATIONS & EXPERIENCE**

Provide information on background, experience, and qualifications of the company.

Respondents must have performed services of similar scope and service on HUD CDBG-DR and FEMA HMGP and FEMA PA programs. Offerors must clearly articulate the following qualifications:

- 1. Ability to demonstrate full spectrum recovery operations encompassing (but not limited to) intake/eligibility operations, information technology (as evidence by a system of record), internal auditing and compliance, construction management, and program closeout operations.
- 2. Demonstrated Capability with an established “System of Record” and adequate information technology experience to accomplish any scope of work.
- 3. Project management experience in disaster recovery operations.
- 4. Experience in finding and working eligibility cases for citizens who are of low to moderate income in a rural disaster recovery operation.

**PROPOSAL SUBMISSION**

Submissions provided to Lenoir County shall include at a minimum:

- 1. Individual or Firm information: The consultant or firm’s legal name, address, email, and telephone number.
- 2. CDBG-DR and FEMA Grant administration Experience: Description of specialized experience and technical competence of the staff to be assigned to the project with respect to CDBG-DR and FEMA grant administration, description of firm’s prior experience, including any similar projects (in particular those funded by CDBG-DR),



- 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-DR and FEMA related activities, and firm’s anticipated availability during the term of the project;
  4. Cost of Services: Fee for service and explanation of the basis for the fee; and
  5. Documentation of compliance with state and federal debarment/eligibility requirements.
  6. Provide supporting documentation to show the consulting firm has the financial capability to fund this project prior to reimbursement.

**Proposal Evaluation Criteria**

Proposal for grant administrative services will be evaluated by a Selection Committee. Proposal will be considered on an equal competitive basis. The following criteria will be used in the evaluation process:

<i>General Qualifications, Competence and Reputation of Firm or Individual Consultant</i>	<i>20 points</i>
<i>Prior CDBG infrastructure &amp; Housing Grant Experience of Firm or Individual Consultant</i>	<i>10 points</i>
<i>Prior State DRA Grant Experience of firm or Individual Consultant</i>	<i>30 points</i>
<i>Availability</i>	<i>10 points</i>
<i>Cost of Services</i>	<i>20 points</i>

**INSURANCE AND LIABILITY REQUIREMENTS**

1. The Firm **shall** maintain and provide Lenoir County with evidence of the following **described** insurance, all on mutually-agreed terms and consistent with the custom in the area for similar **collection contracts**:

- a. Fidelity bonding for Firm and its employees involved in the handling or accounting for the monies of Lenoir County in the amount of \$100,000.00.
- b. General **comprehensive** liability insurance with aggregate of \$1,000,000.00
- c. An Errors and Omissions insurance policy covering itself and the services of its employees or contractors in the amount of \$1,000,000.00. Coverage under the Errors and Omissions policy shall survive termination of this collection contract for a minimum of two (2) years.
- d. The Contractor shall provide and maintain Worker’s compensation insurance, as required by the laws of North Carolina, as well as employer’s liability coverage with a minimum limit of \$150,000.00, covering all contractor’s employee’s who are engaged in any work under the contract. If any work is sublet, the contractor shall require the subcontractor to provide the same coverage for any of his employees engaged in any work under the contract.
- e. Automobile liability insurance, to include liability coverage, covering all owned, hired and non-owned vehicles used in connection with the contract. The minimum combined single limit shall be \$150,000.00 bodily injury and property damage; \$150,000.00 uninsured/ under insured motorist coverage and \$1,000.00 medical payment coverage.

2. To the extent available without significant surcharge, Lenoir County will be named as additional





**named** insured on all insurance policies specified in paragraph F.1. In all events, the insurance company will be required to provide Lenoir County with **prior written** notice of cancellation, non-renewal or material amendment of each such policy.

3. Firm shall accept liability and hold Lenoir County harmless for the following:
  - a. Any penalties or fees, including legal fees and costs, incurred by Lenoir County as a result of any audits, investigations or other legal actions conducted by the Health Care Financing Administration (“HCFA”) or any other federal or State government agency resulting from any act or omission of Firm.
  - b. Any payments received for services rendered by Lenoir County that are not delivered to Lenoir County due to any act or omission, including theft or any other illegal acts of Firm’s staff or agents.



**E-VERIFY**

The Contractor and any of its subcontractors must comply with the requirements of the North Carolina General Statutes, if applicable, which require certain employers to verify the work authorization of each newly hired employee through the federal E-Verify program operated by the United States Department of Homeland Security and other federal agencies.

The undersigned hereby certifies that he or she is authorized by the vendor or bidder listed above to make the foregoing statement.



**NON-COLLUSION AFFIDAVIT**

State of North Carolina  
County of Lenoir

\_\_\_\_\_ (name of individual), being first duly sworn, deposes and says that:

1. He/She is the \_\_\_\_\_ (title) of \_\_\_\_\_ (company name), the proposer that has submitted the attached proposal;
2. He/She is fully informed respecting the preparation and contents of the attached proposal and of all pertinent circumstances respecting such proposal;
3. Such proposal is genuine and is not a collusive or sham proposal;
4. Neither the said proposer nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly, with any other proposer firm or Person to submit a collusive or sham proposal in connection with the contract for which the attached proposal has been submitted or to refrain from proposing in connection with such contract, or has in any manner, directly or indirectly sought by agreement or collusion of communication or conference with any other proposer, firm or person to fix the price or prices in the attached proposal or of any other proposers, or to fix any overhead, profit or cost element of the proposal price of the proposal of any other proposer or to secure through collusion, conspiracy, connivance or unlawful agreement any advantage against the County of Wayne or any person interested in the proposed contract; and
5. The price or prices quoted in the attached proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the proposer or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.



\_\_\_\_\_  
Signature

Seal

\_\_\_\_\_  
Title

Date: \_\_\_\_\_

**This form must be notarized**

SUBSCRIBED AND SWORN TO BEFORE ME,  
This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Notary Public \_\_\_\_\_

My Commission Expires: \_\_\_\_\_



## CUSTOMER REFERENCES

Please provide, at a minimum, three (3) references in which your company has completed similar projects. Please use references of comparable projects and government entities.

Agency/Company Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State and Zip Code: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Date Service Provided: \_\_\_\_\_

Agency/Company Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State and Zip Code: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Date Service Provided: \_\_\_\_\_

Agency/Company Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State and Zip Code: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Date Service Provided: \_\_\_\_\_

Agency/Company Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State and Zip Code: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Date Service Provided: \_\_\_\_\_



### **Equal Opportunity Statement**

The County is committed to and supportive of efforts to effectively maintain and/or increase HUB contract participation for Construction Projects, services (including professional and consulting services) and commodities purchases. The County encourages all County HUB firms to participate in procurement and contracting activities. The County is recognizing its responsibilities to the communities it serves and the society in which it conducts business. The use of Historically Underutilized Businesses must be a function of our normal purchasing/contracting procedures, just as equal employment opportunity must be an integral part of normal personnel policy and procedures. No potential supplier/contractors will be precluded from consideration on the basis of race, color, religion, sex, age or national origin.

The County is committed to provide small, minority, and women business enterprises equal access to opportunity for participation in County contracts for Construction, Professional Services, Other Services, and Goods and Supplies. The County encourages all County M/WBE firms to participate in procurement and contracting activities. The County is recognizing its responsibilities to the communities it serves and the society in which it conducts business. The use of minority and women business enterprises must be a function of our normal purchasing/contracting procedures, just as equal employment opportunity must be an integral part of normal personnel policy and procedures. No potential supplier/contractors will be precluded from consideration on the basis of race, color, religion, sex, age or national origin.

