

Request for Proposals (RFP) for Grant Program Administration and Service Delivery

Notice is hereby given that proposals will be received by Columbus County, North Carolina, for the following Professional Services to be provided by said jurisdiction:

GRANT PROGRAM ADMINISTRATION AND SERVICE DELIVERY SERVICES FOR:

PROJECT: HMGP 4393-0036-R

Date: July 22, 2022

Project Summary:

Columbus County has received a Hazard Mitigation Grant Program (HMGP) award in the amount of \$639,008.60 by the North Carolina Department of Emergency Management (NCDEM) for housing pursuant to damages received from Hurricane Florence. The State of North Carolina has been awarded federal Department of Homeland Security Mitigation Grant monies to fund projects that reduce overall disaster risks for people and property and reduce reliance on disaster recovery funds. The approved project activities include: the voluntary acquisition and demolition of six (6) private residential properties (i.e. structure and land) for open space conversion. The project is being funded by a 75% federal and 25% state cost-share. The initial application submission has been completed and executed by the County and NCDEM; however, project administration and service delivery will be completed by a third party firm. The County is soliciting proposals for Grant Program Services to assist the County in the management and service delivery of this project in compliance with all applicable requirements under the Hazard Mitigation Grant Program.

The submitting firm shall provide the county with implementation services required to complete individual grant agreements, the submitting firm shall provide policies, procedures and guidelines, as well as management and delivery services, necessary for the successful implementation and completion of the hazard mitigation activities. The project is intended to eliminate or significantly reduce future flood risk through the acquisition and elevation of flood-prone residences in the floodplain. The project includes the acquisition and demolition of substantially damaged flood-prone structures.

Scope of Services:

Grant Program services shall include, but are not limited to, standard tasks necessary for the implementation of the project in conformance with the following compliance areas as may be applicable:

- Coordinate homeowner application data from individual homeowners in the county who are participating in the programs.
- Develop comprehensive administrative guidelines for management of the program-funded acquisition/demolition activity, including procedures for financial management, construction procurement, and construction management and inspection; coordination of required structural engineering and building inspection services; coordination of NFIP and NC State Building Code compliance activities; review of duplication of benefits procedures;

preparation of preconstruction and owner's certification documents; review of structural feasibility procedures; and preparation of homeowner/contractor dispute resolution procedures.

- Provide Federal- and state-required civil rights, environmental, labor standards, audit, and general procurement compliance as mandated by the grant agreement(s) executed by the county.
- Assist with procurement of legal services, appraisal services, surveyor, and asbestos inspector. Scheduling and coordination of these additional professional services.
- Coordinate with the local building inspection department and consultant structural engineer during structural feasibility analysis, development of general elevation specifications, and preparation of an individual elevation work write-up (if required).
- Solicit local/regional demolition, reconstruction and elevation contractors to assure compliance with the project schedule.
- Manage the construction bid/award process for all work associated with demolition, reconstruction and elevation.
- Assist with on-site inspection of all deconstruction or construction work (as outlined above).
- Authorize payment to other consultants, contractors and vendors.
- Supervise the requisition process and coordination of project financial management with the county finance officer.
- Maintain detailed case files for the units included in the project, as well as general project compliance and procurement files.
- Attend preconstruction conferences with homeowners and contractors; function as grantee/government/contractor liaison during construction.
- Completion of all required reports and documentation.
- Assistance with Financial Reimbursements Forms.
- Setting up and managing official records.
- Service Delivery and Program Management for all housing activities.

The services will not include the disbursement or account of funds distributed by the County's financial officer, legal advice, fiscal audits, or assistance with activities not related to the HGMP project.

Proposal Submission:

Submissions provided to the County shall include at a minimum:

1. Individual or Firm Information:

- the firm's legal name, address, and contact information
- principal(s) of the firm
- specific individuals responsible for management of the program to include their experience and qualifications

2. HMGP Grant Program Management Experience:

- description of specialized experience and technical competence of the staff to be assigned to the project with respect to housing program management,
- description of firm's prior experience, including any similar projects, size of community, location, total construction cost, and name of local official knowledgeable regarding the firm's performance.
- three references;

3. Consultant / Firm Capability:

- description of firm's current work activities,
- capability of carrying out all aspects of housing program related activities,
- firm's anticipated availability during the term of the project;

4. Cost of Services: Indicate fees for various service components and explanation of the basis for the fees; and

5. Documentation of compliance with state and federal debarment/ eligibility requirements.

Proposal Evaluation Criteria:

Proposals for Program Management and Service Delivery services will be evaluated by a review committee. Proposals will be considered on an equal competitive basis. Proposals will be rated by the review committee prior to recommendation of an award of any contract. Procurement of a consulting firm will be accomplished in accordance with the county’s standard procurement procedures for professional services, and in accordance with 2 CFR 200.320, and the North Carolina General Statutes related to procurement of professional services.

The following criteria will be used in the evaluation process:

- | | |
|---|-----------|
| 1. General Qualifications, Competence and Reputation of Firm or Individual Consultant | 30 points |
| 2. Prior Housing Program Grant Experience of Firm or Individual Consultant | 30 points |
| 3. Qualifications of Actively Involved Staff (assigned staff members of Firm or Consultant) | 20 points |
| 4. Ability to Address Local Needs | 10 points |
| 5. Cost of Services | 10 points |

Respondents may review the HMGP application which includes a description of the proposed project including activities, budget, schedule, and other pertinent information by visiting the Columbus County Administration Office during regular office hours.

Proposal information must be received no later than August 11, 2022 at 3:00 P.M., at the following location:

Gail Edwards, Assistant County Manager
127 W. Webster St.-3rd Floor
Whiteville, NC 28472

Proposals must be in a sealed envelope and clearly marked "HMGP GRANT PROGRAM ADMINISTRATIVE AND SERVICE DELIVERY SERVICES RFP, Attn: Gail Edwards, Assistant County Manager"

A public opening of proposals will be held August 11, 2022 at 3:00 P.M., at the following location:

Columbus County Administration Building
127 W. Webster St.-3rd Floor
Whiteville, NC 28472

For more information, contact by the proposal deadline:

Gail Edwards, Assistant County Manager
(910) 640-6630
gedwards@columbusco.org

Upon selection of a qualified consultant, Columbus County may enter into contractual agreements with the consultant, based upon the planning and management needs to be determined by the county and prospective funding agencies. Following contract negotiations with the planning and management consultant, the county intends to execute a contract for these services.

E-Verify. Contractor shall comply with E-Verify, the federal E-Verify program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law and as in accordance with N.G.G.S §64-25 et seq. In addition, to the best of Contractor's knowledge, any subcontractor employed by Contractor as a part the contract shall be in compliance with the requirements of E-Verify and N.C.G.S. §64-25 et seq.

Insurance. The selected firm will be required to furnish proof of General Liability Insurance coverage in the minimum amount of \$1,000,000 and name Columbus County as additionally insured.

Conflict of Interest. Columbus County and its agents, including all consultants, contractors, sub-contractors, or sub-recipients, shall comply with the federal Conflict of Interest policy.

Restrictions on Lobbying. Columbus County and its agents, including all consultants, contractors, sub-contractors, or sub-recipients, agree to comply with the requirements of Title 49 CFR Part 20, New Restrictions on Lobbying.

Drug-Free Workplace. All Vendors and its agents, including all consultants, contractors, sub-contractors, or sub-recipients, agree to comply with Title 49 CFR Part 32.400, Drug-Free Workplace requirements.

Title VI – Civil Rights Act of 1964. Columbus County shall comply with Title VI of the Civil Rights Act of 1964, (Title 49 CFR Part 21). Title VI prohibits discrimination on the basis of race, color, national origin, disability, gender and age in all programs or activities of any recipient of Federal assistance.

Title VII – Civil Rights Act of 1964. Columbus County shall comply with Title VII of the Civil Rights Act of 1964. Title VII prohibits discrimination by covered employers on the basis of race, color, religion, sex, national origin, pregnancy, age, and disability discrimination, gender identify or transgender status.

Columbus County expressly reserves the right to:

- 1) Withdraw this request anytime without prior notice;
- 2) Postpone the response due date for its own convenience;
- 3) Reject any or all responses without indicating any reasons for such rejection;
- 4) Waive any irregularity and/or informality in the responses received; and/or
- 5) Not award a contract.

Columbus County assumes no financial liability for any costs incurred by consultants preparing or submitting responses to this request.

Columbus County is an Equal Opportunity Employer and invites the submission of proposals from minority and women-owned firms and other Historically Underutilized Businesses. Columbus County invites the submission of proposals from a certified Section 3 business concerns. (Section 3 applies if the contract is over \$100,000 for non-construction contracts)

Any changes to this RFP, if any, will be made through an Addendum and will provide sufficient time for a response.

This information is available in Spanish or any other language upon request. Please contact Gail Edwards at (910) 640-6630 or at 127 W. Webster Street, 3rd Floor, Whiteville, NC 28472 for accommodations for this request.

“Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con Gail Edwards al (910) 640-6630 o en 127 W. Webster Street, 3rd Floor, Whiteville, NC 28472 de alojamiento para esta solicitud.”

