REQUEST FOR PROPOSALS (RFP) FOR GRANT ADMINISTRATION SERVICES

The Town of Greenevers 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 replacing approximately 2,070 LF of gravity sewer infrastructure along Brown's Terrace Circle and rehabilitation of the existing influent pump station and appurtenant equipment at 201 Brown's Terrace Circle.

Contingent upon this award, the Town Council 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 for 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 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 the 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 15 points
2. Prior CDBG Infrastructure 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 15 points
5. Availability 10 points
6. Cost of Services 10 points

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

The above information should be submitted no later than Monday, December 14, 2026 by 5 PM, Greenevers Town Hall located at 314 E. Charity Road, Rose Hill, NC 28458. For more information, contact Town Clerk at (910)289-3078.

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

This information is available in Spanish or any other language upon request. Please contact Emma Brinson at (910)289-3078 *or at Greenevers Town Hall* for accommodation for this request.

Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con Emma Brinson al (910)289-3078 o en *Greenevers Town Hall* de alojamiento para esta solicitud.

Date: _____ Authorized Representative: _____



Request for Qualifications (RFQ) for Professional Engineering Services: Engineering Report, Design and Bid Package, and Inspection Services

The Town of Greenevers 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 replacing approximately 2,070 LF of gravity sewer infrastructure along Brown's Terrace Circle and rehabilitation of the existing influent pump station and appurtenant equipment at 201 Brown's Terrace Circle.

Contingent upon this award, the Town Council is soliciting requests for qualifications for professional engineering services to assist the Town in both a) developing a final engineering report, and b) subsequent engineering design and bid package services and construction inspection services, of this project in compliance with all applicable federal requirements and regulations under the CDBG program. Payment terms will be negotiated with the selected firm. The fee for professional engineering services will be paid with CDBG funds.

Scope of Work:

Engineering services shall include, but are not limited to, standard tasks necessary for the implementation of the project in conformance with the CDBG program and NCDEQ compliance areas:

1. Preparing and approval of the engineering report prior to the Release of Funds

Upon the Release of Funds, the following scope of work is required:

1. Preparing the final design and construction bid package in conformance with applicable regulations and requirements;
2. Ensuring compliance with Buy America, Build America (BABA) requirements;
3. Supervising the bid advertising, tabulation, and award process, including preparing the advertisements for bid solicitations, conducting pre-bid meeting, conducting bid opening, and issuing the notice to proceed;
4. Conducting the pre-construction conference;
5. Surveying, field staking, on-site supervising of construction work, and preparing inspection reports;
6. Reviewing and approving all contractor requests for payment, change orders, and submitting approved requests to the governing body;
7. Providing reproducible plan drawings to the Town/City/County upon project completion;
8. Conducting final inspection and testing;

9. Submitting certified “as-built” drawings to appropriate authorities; and

10. Preparing an operation and maintenance manual (if applicable).

Submission Requirements:

RFQ submissions must include at a minimum:

1. Individual or Firm Information: firm’s legal name, address, email, and telephone number, the principal(s) of the firm and their experience and qualifications;

2. Water/Wastewater Experience: The specialized experience and technical competence of the staff to be assigned to the project with respect to water / wastewater improvements or related work, description of firm’s prior experience, including any similar projects (in particular those funded by CDBG), size of community, location, total construction cost, and names of local officials knowledgeable regarding the firm’s performance on related work. Include at least five references within the past five years;

3. Firm Capacity and Capability: The capacity and capability of the firm to perform the work in question, including specialized services, within the period of the grant, the past record of performance of the firm with respect to such factors as control of costs, quality of work, and ability to meet schedules; 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. The proposed work plan and schedule for activities to be performed; and

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

Qualification Evaluation Criteria:

Submissions will be evaluated per the following factors:

1. Qualifications, Competence and Reputation of Firm and Personnel 30 points

2. Firm’s Capability to Meet Time and Project Budget Requirements 20 points

3. Present and Project Workload of Firm 10 points

4. Related Experience on Similar CDBG projects 30 points

5. Recent and Current Work for the Entity Issuing RFQ 10 points

The Committee will make its recommendation to the Town Council for approval to negotiate a contract price.

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.

Contract Award:

Once the most qualified firm is selected, the cost for the engineering report will be negotiated separately from the cost for engineering design/bid package and inspection services. Contracting for these two activities shall occur separately and costs/payments associated with each will be clearly defined. Contracts executed for engineering design/bid package and construction inspection services shall be contingent upon the Release of Funds and Funding Conditions.

The above information should be submitted no later than Monday, December 14, 2026, by 5 PM at the Greenevers Town Hall located at 314 E. Charity Road, Rose Hill, NC 28458. For more information, contact the town clerk at (910)289-3078.

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EQUAL HOUSING OPPORTUNITY