



# City of Roanoke Rapids

OFFICE OF THE CITY MANAGER

PO Box 38 | 1040 Roanoke Avenue, Roanoke Rapids, NC 27870

## **REQUEST FOR PROPOSALS FOR GRANT ADMINISTRATION SERVICES FY2022 CDBG NEIGHBORHOOD REVITALIZATION PROGRAM**

The City of Roanoke Rapids received notice from the NC Department of Commerce's Rural Economic Division that their application under Title I of the Housing and Community Development Act for a FY2022 Community Development Block Grant – Neighborhood Revitalization Program is approved. The City expects to receive \$950,000 in CDBG funds and the fee for grant administrative services will be paid with CDBG-NR funds. The 2022 CDBG-NR project includes housing unit rehabilitation and/or reconstruction activities for seven homes scattered throughout the city. Contingent upon this award, the City is requesting proposals for grant administration services to assist the City in the administration and management of this project in compliance with all applicable requirements. The project will take place over the next 30 months.

The City of Roanoke Rapids is soliciting proposals for grant administration services to assist the city in the administration and management of this project in compliance with all applicable requirements under the North Carolina State CDBG Program. The fee for administration services and service delivery will be paid with CDBG 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. Environmental Review Preparation and Release of Funds and other Funding Conditions.
2. Citizen Participation Plan.
3. Fair Housing Plan and assistance with required quarterly fair housing activities.
4. Equal Employment and Procurement Plan/Policy.
5. Section 3 Plan.
6. Section 504 Plan, including grievance procedure.
7. Language Access Plan.
8. Residential Anti-Displacement and Relocation Assistance Plan.
9. Code of Conduct Policy.
10. Excessive Force Policy (Section 519 of Public Law 101-144).
11. Labor Standards, as necessary.
12. Assistance with procurement of other professional services.
13. Inspections, work write-up/bid document preparation, bidding/award assistance, and construction management services.
14. Preparation of required project implementation/model files, casefile, and construction management forms.
15. Assistance with project files in local government's office.
16. Assistance to the City in conducting all necessary public hearings/meetings.
17. Completion of all required reports and documentation, including annual performance reports.
18. Assistance with financial reimbursement forms.
19. Preparation of grant close-out documents.

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



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## Submission Requirements:

Submissions provided to the City of Roanoke Rapids shall include at a minimum:

1. Experience with similar CDBG-NR grant administration; experience with HUD requirements. Proposal must identify the firm name, address, phone number and primary contact. Include at least three (3) references.
2. Qualifications, knowledge, and technical expertise with administration of CDBG Grant Programs. Include résumés of individuals performing key functions.
3. Capacity for performance to perform required tasks in a timely manner according to the city's grant administration deadlines, given current workload and staff.
4. Hourly Rates of Key Personnel and Not-to-Exceed Fee.
5. Documentation of compliance with state and federal debarment/eligibility requirements.
6. Documentation of Section 3 business status.

## Proposal Evaluation Criteria:

Respondents will be evaluated according to the following factors:

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| 1. Firm Experience with similar CDBG-NR Grant Administration                       | 25 points |
| 2. Qualifications, Knowledge and Technical Expertise of Key Personnel              | 25 points |
| 3. Availability and Capacity of the Consultant to Perform Tasks in a Timely Manner | 25 points |
| 4. Hourly Rates and Not-to-Exceed Fee Estimate                                     | 20 points |
| 5. Documentation of Debarment Compliance and Eligibility Requirements              | 5 points  |

The above information should be submitted no later than **12:00 PM, Thursday, July 11, 2024**, to Roanoke Rapids City Manager's Office, 1040 Roanoke Ave. (P.O. Box 38), Roanoke Rapids, NC 27870; electronic submittals will be accepted [ktraynham@roanokerapidsnc.com](mailto:ktraynham@roanokerapidsnc.com) (please confirm receipt). For more information, you may also contact City Manager Kelly Traynham at 252-533-2840. Upon completion of the review, a recommendation will be made to the Roanoke Rapids City Council for approval.

The City of Roanoke Rapids 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 business concerns.

This information is available in Spanish and any other language upon request. Please contact Roanoke Rapids City Manager's Office at 252-533-2840, 1040 Roanoke Ave. (P.O. Box 38), Roanoke Rapids, NC 27870 for accommodation for this request.

Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con Roanoke Rapids City Manager's Office at 252-533-2840 o en City Hall, 1040 Roanoke Ave., Roanoke Rapids, NC 27870 de alojamiento para esta solicitud.

