REQUEST FOR PROPOSALS

PROFESSIONAL GRANT ADMINSITRATION SERVICES FOR RURAL ECONOMIC DEVELOPMENT GRANT

CONTINENTAL STRUCTURAL PLASTICS

ROWAN COUNTY
130 West Innes Street
Salisbury, NC 28144

704-216-8174

david.sifford@rowancountync.gov

Date Issued: Friday, October 2, 2020

Date Due: Wednesday, October 21, 2020 at 12:00 pm ET

Administered by: David Sifford, Purchasing Agent

To: All Interested Parties

From: David Sifford, Rowan County
Purchasing Agent, Finance

Re: Request for Proposals
Grant Administration Services – REDD – Building Reuse Program
Continental Structural Plastics
Rowan County, North Carolina

Date: October 2, 2020

The County of Rowan has been awarded a Grant in the amount of $460,000 by the North Carolina Department of Commerce – Rural Economic Development Division under the Building Reuse Program for revitalization of an existing vacant building.

The County intends to select consultant(s) to provide professional grant administrative services for the project. Services to be provided, proposal contents, evaluation criteria and submission requirements are outlined in the attached "Request for Proposals".

For questions about the RFP, please contact David Sifford, Purchasing Agent, at (704) 216-8174, or David.sifford@rowancountync.gov.

Qualified Section 3, women-owned, minority-owned, local, and small businesses are encouraged to submit proposals. The County of Rowan is an equal opportunity employer.

This information will be made available in Spanish or other languages at your request. You may contact David Sifford at 704-216-8174 or in person at 130 West Innes Street, Salisbury, NC 28144 for additional accommodations for this application.

Esta información estará disponible en español o en otros idiomas a su petición. Puede contactar a David Sifford al 704-216-8174 o en persona en el 130 West Innes Street, Salisbury, NC 28144 para arreglos adicionales para esta aplicación.

I. REQUEST FOR PROPOSALS – GRANT PREPARATION PROFESSIONAL SERVICES

AGENCY:	Rowan County, NC
PROJECT TITLE:	Grant Administration Services Grant – Rural Economic Development Division – Continental Structural Plastics
SERVICES SOLICITED:	Professional Grant Administration Services for Rural Economic Development Division Grant specified herein
DEADLINE FOR SUBMISSION:	12:00 P.M. Wednesday, October 21, 2020

II. PURPOSE OF SOLICITATION

The County of Rowan has been awarded a Grant in the amount of $460,000 by the North Carolina Department of Commerce – Rural Economic Development Division under the Building Reuse Program.

Rowan County is seeking professional, experienced grant administration services for this project. The selected Project Grant Administrator must have complete knowledge of the Rural Economic Development Program and its administrative requirements, as well as demonstrated experience working with local governments in North Carolina.

III. SCOPE OF SERVICES

The following will outline in detail the typical services to be provided by the administrative consultant:

<u>Grant Administration</u>

1. Establish a grant administration process for the NC Department of Commerce – Rural Economic Development Division, including public hearing presentations and any other compliance needs in accordance with the NC Department of Commerce standards.

2. Assist the County in handling all related citizen complaints in accordance with program policies and procedures.

3. Preparation of other administrative procedures to be utilized in the grant administration process to include all necessary forms.

4. Attendance at County Commissioner meetings as required. Meet with County staff, project application review team, project area residents, and elected officials as needed.

5. Preparation of required reports, documents, files, and forms as may be required by the NC Department of Commerce.

6. Prepare all correspondence for the County to be submitted to the NC Department of Commerce.

The County shall be responsible for the following:

1. Payment of costs of postage and public advertising for general administration, correspondence, public hearings. All costs of advertising for public notices required by NC Department of Commerce regulations will be paid for by the County via the grant.

2. Examine and review all requests presented by the Administrator and render its decision pertaining thereto reasonable time so as not to delay the services of the Administrator.

3. All administrative costs not specifically identified as the responsibility of the Administrator shall be the responsibility of the County of Rowan unless mutually agreed.

IV. EVALUATION CRITERIA

Award of a contract for professional services for this project shall be made to the responsible individual or firm whose proposal is most advantageous to the Rowan County. Special consideration will be given to experience, familiarity with the services to be provided, reputation, quality of work and the level of training and certifications the administrative team has specifically as it relates to the rehabilitation specialist. This is a competitive negotiation procurement process and **is not a low bid process.** Fee schedules will be used to evaluate "cost effectiveness", but not a primary selection factor.

Proposal evaluation will be based on five evaluation factors, to be rated on a point system. The County will select the most qualified individual or firm based on points awarded and attempt to negotiate with that consultant.

1. Previous grant management experience on Rural Economic Development Grant Projects and the success of the projects. (25 Points)

2. Ability to carry out projects on schedule and to complete projects as approved by the NC Department of Commerce Rural Economic Development program. (20 Points)

3. Experience of the firm or individual's proposed on-site project manager and project staff on previous community development projects including the levels of education, experience, and specialized training. Only those persons to be specifically assigned to the project will be evaluated. (20 Points)

4. Understanding the needs of the County and responsiveness of firm to elements in Requests for Proposals, familiarity with the project, plus staff capacity and demonstrated ability to immediately proceed with the project in accordance with the NC Department of Commerce Rural Economic Development program guidelines. (30 Points)

5. Not to exceed project fee and hourly fee schedule (for evaluation purposes only). (5 Points)

Below is this Evaluation Matrix:

Evaluation Matrix				
Grant Administration Experience	Ability to Carry Out Project	Experience of the Firm's Project Manager / Training	Understanding the Needs of the County and Responsiveness	Cost
Max Score 25	Max Score 20	Max Score 20	Max Score 30	Max Score 5

V. PROPOSAL CONTENTS

If you are interested in performing the services defined, herein, please submit your Statement of Qualifications on or before **12:00 p.m., *Wednesday, October, 21 2020*.**

Your proposal must specifically address each of the following items:

1. A listing of previous Rural Economic Development Grant experience for the past five years. Provide specific details of the role(s) and work performed by those proposed for this Rural Economic Development project. Provide specific details as to the status and results of the project, including any extensions, amendments and unresolved findings.

2. Provide your proposed staff plan by listing each individual who will work on the project. Provide a brief explanation of the specific function of each individual and the role each will play in carrying out the project and the Rural Economic Development Grant experience of each individual. A resume for each individual to be assigned to the project should be attached. Resumes should include a list of degrees earned, certifications, and related workexperience.

3. Describe how the firm is prepared to be responsible to the local needs and local preferences. Include any special knowledge of the local area needs of the jurisdiction.

4. Basic Fee Schedule

5. Proposal should clearly be marked "**Grant Administration Services – Continental Structural Plastics**".

VI. PROPOSAL SUBMISSION

Three complete copies of the proposals should be sent to:

Rowan County Finance Department
Attn: David Sifford, Purchasing Agent
130 West Innes Street
Salisbury, NC 28144

VII. EQUAL EMPLOYMENT OPPORTUNITY PROVISIONS

Rowan County is an Equal Opportunity Employer. Qualified Section-3, minority-owned, female-owned, local and small businesses are encouraged to submit proposals. Rowan County reserves the right to reject any or all proposals.

VIII. CONFLICT OF INTEREST

By submission of a proposal, Contractor agrees to comply with the following provision. Failure to comply with any and all provisions herein may be cause for the contracting agency to issue a cancellation notice to a contractor and maybe construed as a breach of contract by Contractor. The Contractor shall also be required to comply with additional NC Department of Commerce - Rural Economic Development Division provisions as they are introduced throughout the course of the project.

> CONFLICT OF INTEREST: Interest of Members, Officers, or Employees of the Local Governing Body, or other Public Officials. No member, officer, or employee of the local government, or its agents, and no other public official of the local government who exercises any functions or responsibilities with respect to the program, during his tenure, or for one year thereafter, shall have any financial interest, either direct or indirect, in any contract or subcontract, or the proceeds thereof, for work to be performed in connection with the program assisted under this agreement. Immediate family members of said members, officers, employees, and officials are similarly barred from having any financial interest in the program. The contractor shall incorporate, or cause to be incorporated, in all subcontracts, a provision prohibiting such interest pursuant to this section, and shall take appropriate steps to assure compliance.