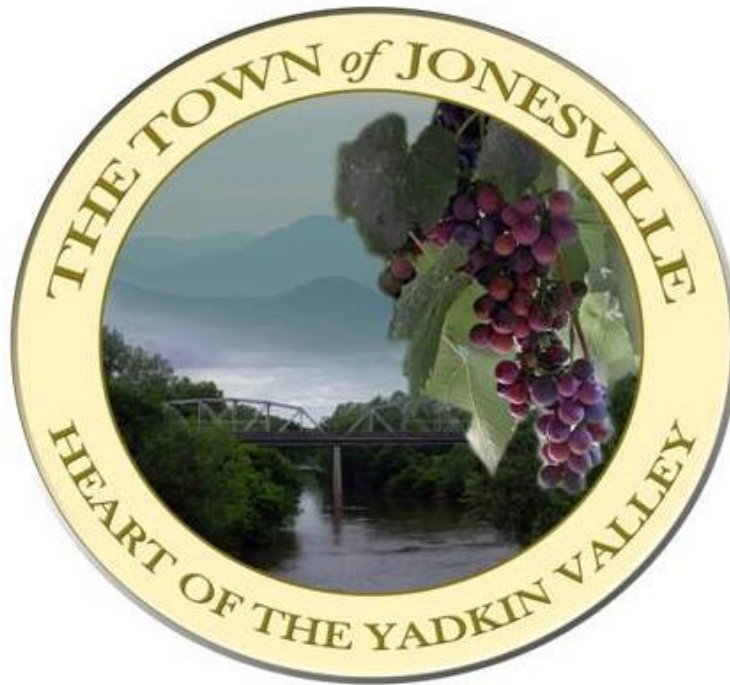


TOWN OF JONESVILLE

Request for Proposal

Community Development Block Grant (CDBG-CV)



ISSUE DATE: January 22, 2021

DUE DATE: by 12:00 PM, February 18, 2021

SUBMITTAL ADDRESS:

Postal Address: Michael W. Pardue, Town Manager
1503 NC Hwy 67, Jonesville NC 28642

Street Address: Michael W. Pardue, Town Manager
1503 NC Hwy 67, Jonesville NC 28642

Request for Proposals for Grant Administration Services

The Town of Jonesville has received a Community Development Block Grant-Coronavirus (CDBG-CV) award in the amount of \$291,978.00 by the North Carolina Department of Environmental Quality (NCDEQ). 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-CV Program. Payment terms will be negotiated with the selected firm. The fee for grant administration services will be paid with CDBG-CV funds.

Scope of Services:

The Town of Jonesville has been awarded a Community Development Block Grant-Coronavirus (CDBG-CV) in the amount of \$291,978.00 by the North Carolina Department of Environmental Quality (NCDEQ). Project Activities Include:

- Improvements to the new Jonesville Public Library, such as replacing the ramp and reconfiguring the entrance vestibule to meet ADA code.
- Improvements to Lila Swaim Park by installing a handwashing station.
- Expansion of broadband technology by creation of public WIFI hotspots at the Lila Swaim Park, and the Jonesville Public Library.
- Expansion of broadband technology at the Head Start Center such as improved WIFI connection and new tablets for the children while in the classroom.
- Expansion of broadband technology including making laptops available at the Yadkin Valley Senior Center and the Jonesville Public Library to promote information and social exchange in a COVID-safe environment for those who do not have computers and WIFI access at home.
- Installation of plexiglass retrofits, and the disbursement of personal protective equipment (PPE) and hygiene materials at the Library, the Senior Center, and Head Start Center to help minimize the risk of transmission of the virus.
- Retrofitting the Yadkin Valley Senior Center with ADA door access, no-touch bathroom fixtures, and a dishwasher for the kitchen for group meals to assist in food distribution to vulnerable/quarantined residents.
- All proposed activities must aid the Town in response to and recovery from impacts of the pandemic of LMI persons, and final activity eligibility is contingent upon further review and approval by the state funding agency, HUD, Town Council, and community partners.

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-CV project.

Proposal Submission:

Submissions provided to the Town of Jonesville 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 a Selection Committee on an equal competitive basis. The following criteria will be used in the evaluation process:

Individual Evaluation:

Evaluation Factors	WEIGHT 1-10	X	RATING 1-5	=	TOTAL
<i>Specialized Experience & Competence related to CDBG</i>	10				
<i>Past record of performance of firm or individual consultant with respect to CDBG related activities with the municipality</i>	10				
<i>Capability of carrying out all grant related activities</i>	10				
<i>Cost of services*</i>	1				
<i>References</i>	3				
<i>Met requirements for submittal</i>	5				

*Cost comparison is only applicable to Request for Proposals, not Requests for Qualifications.

Upon completion of the review, the Committee will make its recommendation to the Town Council for approval.

Respondents may review the CDBG-CV application which includes a description of the proposed project including activities, budget, schedule, and other pertinent information by visiting the Town of Jonesville offices during regular office hours.

The above information should be submitted no later than February 18, 2021, 12:00 pm, Jonesville Town Hall 1503 NC Hwy 67 Jonesville NC 28642. For more information, contact Town Clerk Wendy Thompson at (336) 835-3426.

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

This information is available in Spanish or any other language upon request. Please contact Michael Pardue at (336) 835-3426 for accommodations for this request.

Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con Michael Pardue al (336) 835-3426 de alojamiento para esta solicitud.

Michael W. Pardue, Town Manager

