

## **Request for Proposals for Grant Administration Services**

The Town of Jonesville has received a Rural Transformation Grant (RTG) award in the amount of \$900,000 from the North Carolina Department of Commerce (NCDOC). 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 Department of Commerce's Rural Transformation Grant Program. Payment terms will be negotiated with the selected firm. The fee for grant administration services will be paid with RTG funds.

### **Scope of Services:**

The Town of Jonesville has been awarded a Rural Transformation Grant in the amount of \$900,000 by the North Carolina Department of Commerce (NCDOC). Project Activities include:

- Expansion and Renovation of the Jonesville Public Library

Grant administration services shall include, but are not limited to, standard tasks necessary for the implementation of the project in conformance with the following RTG compliance areas:

- 1.) Environmental Review Compliance and Release of Funds and other Funding Conditions
- 2.) Completion of all required reports and documentation;
- 3.) Assistance with Financial Reimbursements Forms; and
- 4.) Setting up and managing official records;

The services will not include the disbursement or account of funds distributed by the Town's financial office, legal advice, fiscal audits, or assistance with activities not related to the RTG 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. Grant Administration Experience: description of specialized experience and technical competence of the staff to be assigned to the project with respect to grant administration, and description of firm's prior experience, including any similar projects (in particular those funded by NC Commerce), size of community, location, total construction cost, and name of local official(s) 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 RTG related activities, and firm's anticipated availability during the term of the project;
4. Familiarity with local government.
- 5.. Cost of Services: Indicate a fee for service and explanation of the basis for the fee; and
6. 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<br>1-10 | X | RATING<br>1-5 | = | TOTAL |
|--|----------------|---|---------------|---|-------|
| Specialized Experience & Competence related to similar services and similar projects including Rural Transformation Grants | 10             |   |               |   |       |
| Qualifications/accessibility of key individuals that will be assigned to the project(s)                                    | 10             |   |               |   |       |
| Capability of individual/firm(s) to manage the work  | 10             |   |               |   |       |
| Demonstrated ability to meet established schedules   | 5              |   |               |   |       |
| Familiarity with local government  | 5              |   |               |   |       |
| References   | 3              |   |               |   |       |
| Ability to address local needs.  | 2              |   |               |   |       |
| Cost of Services   | 1              |   |               |   |       |
| MWBE or Section 3 firm**   | 1              |   |               |   |       |

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

\*\*Being a MWBE or Section 3 firm does not guarantee a contract. The selected firm must meet all other qualifications.

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

Respondents may review the RTG 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 3, 2023, 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 accommodation 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.

## **Request for Proposal**

### **Grant Administration Services Town of Jonesville FY22 Rural Transformation Grant Neighborhood Revitalization The Jonesville Public Library Renovation and Expansion**

The Town of Jonesville, North Carolina, is requesting proposals from qualified consulting firms to provide administration services necessary to complete an FY22 Rural Transformation Grant (RTG) Neighborhood Revitalization Project. The RTG Project consists of renovating and expanding the Jonesville Public Library. The FY2022 RTG Grant will be financed with \$900,000 of RTG funds (82.1% of total project costs). Copies of the detailed request for proposal for administration services, including a description of the services to be provided by the respondents, proposals submission requirements, and the factors used to evaluate the responses, may be obtained from Michael Pardue, Town Manager, 1503 NC Hwy 67, Jonesville NC 28642. Telephone (336) 835-3426. Proposals must be received by February 3, 2023 at 12:00 PM. The Town of Jonesville is an Equal Opportunity Employer and encourages proposals from small, minority, and female-owned businesses and certified Section 3 business concerns where applicable. The Town of Jonesville does not discriminate on the basis of handicap status.

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.