

Town of Waynesville
Request for Proposals (RFP) for
CDBG Grant Administration Services
March 22, 2024

Project Overview:

The Town of Waynesville has been awarded a \$1,376,957 Sanitary Sewer and \$613,500 Water System Community Development Block Grants (CDBG) for its “South Waynesville Phase II Sanitary Sewer System Improvement Project.” \$133,390 of the Sanitary Sewer grant budget is dedicated to Grant administration and legal/administrative/easement needs of the project. \$72,350 of the Water System Improvement Project is dedicated to Grant Administration and legal/administrative/easements.

This project involves the replacement of deteriorated sewer lines and appurtenances for eliminating inflow and infiltration, and the extension of sewer lines at the intersection of Hendrix Street and Sawyer Street and follows Hendrix Street east to the intersection of Hendrix Street and Muse Street. The project also includes Franklin Street to the north and Muse street to the south and ending at the intersection Hendrix Street and Muse Street to the Town limits. (dead end).

The project area is located in the former Town of Hazelwood, which was annexed into the Town of Waynesville in 1995. Waynesville’s records indicate that this portion of the sewer system is constructed of vitrified clay pipe (VCP), installed in the 1970s. The age and brittle nature of this clay pipe and brick manholes has allowed excessive infiltration and inflow (I/I) into the sewer collection system which has contributed to flow and effluent quality violations at the Town’s wastewater treatment plant.

This project must be completed within a 3-year timeframe and must comply with all applicable state, local, and federal requirements. Additionally, the project must be administered in compliance with the CDBG program guidance and requirements. Payment terms will be negotiated with the selected firm.

The Town is advertising for both an RFQ seeking qualified applicants who can provide the engineering, bid package, and inspection services for the implementation of the sanitary sewer improvement project, *and* for an RFP seeking qualified applicants to assist with CDBG grant administration. If responding to both, please submit an individual proposal for each, meeting the requirements of the RFQ and the RFP.

Scope of Work:

The project involves the upgrade and replacement of a portion of the existing sanitary sewer system in South Waynesville. This project will install 2,170 LF of 8” sewer lines and 315 LF of new sewer line extension. Installation of 9 new gravity sewer manholes, connect to one existing manhole. Reconnection of 42 existing sewer service lines and connection of 5 existing sewer lines. All sewer line replacement and new sewer extension activities will be along Hendrix Street, Franklin Street and Muse Street. The project will serve 42 (93.23 persons) existing sanitary sewer served residences of which 21 (53 persons) are LMI located along Hendrix Street, Franklin Street and Muse Street, totaling 56.85% LMI. A project area Map is attached. The Town seeks a qualified CDBG grants administrator to assist in the implementation of this project.

Work provided under this RFP will require knowledge of CDBG grant administration requirements and the ability to coordinate with the firm selected for engineering, bid package development, and inspection services as well as Town staff. Specifically, tasks include, but are not limited to:

1. Administer and implement the funded grant:
 - a. Prepare and assist with implementation of Compliance Plans.
 - b. Prepare Request for Payments.
 - c. Assist with ensuring community is following financial requirements of program.
 - d. Assist with project files in local government's office.
 - e. Assist community in conducting all necessary public hearings / meetings.
 - f. Assist with complying with regulations pertaining to property acquisitions and easements, if necessary.
 - g. Assist project engineer in bidding process and advertisement to insure consistently with state/federal regulations.
 - h. Prepare and/or assist in preparing construction contracts to comply with state and federal regulations.
 - i. Obtain debarment clearance for all contractors.
 - j. Conduct required labor standard requirements – weekly payroll checks, on-site interviews, etc.
 - k. Attend and assist community during the state's monitoring visit(s).
 - l. Assist community on any response(s) to monitoring findings/concerns.
 - m. Prepare all necessary reports and assist with requests for information.
 - n. Attend all necessary program training for program.
 - o. If necessary, verify income information for new connections.
 - p. Prepare grant close-out documents.

Submission Requirements:

Responses to this request for proposals 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. Experience with similar CDBG-I project administration; proposal must identify the primary individual performing the functions; experience with HUD requirements. This should include experience with the preparation of documentation, reports, pay requests, and other knowledge of CDBG requirements.
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. At least 3 references with their contact information and a brief description of the services performed and successful projects.

5. The proposed work plan and schedule for activities to be performed; and
6. Documentation of compliance with state and federal debarment/eligibility requirements.

Qualification Evaluation Criteria:

Submissions will be evaluated per the following factors:

A. <u>Qualifications and experience with CDBG-I projects (incl. reference checks)</u>	<u>40% or 40 points</u>
B. <u>Availability and Capacity of the Consultant</u>	<u>30% or 30 points</u>
C. <u>Cost of Services and ability to stay within the CDBG budget guidelines</u>	<u>30% or 30 points.</u>
<u>Total</u>	<u>100% or 100 points</u>

Upon completion of a review of all submitted proposals, a committee of Town staff will make its recommendation to the Town of Waynesville Council for approval to negotiate a contract price(s).

Submittal Information:

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 Municipal Building at 16 South Main Street, Waynesville, NC 28786, during regular office hours of 8:30am – 4:30pm, Monday - Friday.

Proposals should be submitted in hard copy and digital formats to the Town Clerk by April 17, 2024, by **4:00pm** (close of business day):

Candace Poolton, Town Clerk
16 South Main Street
Waynesville, NC 28786
(828) 452-2491

The Town of Waynesville 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 businesses concerns.

This information is available in Spanish or any other language upon request. Please contact Candace Poolton at (828) 452-2491, or at 16 South Main Street, Waynesville, NC 28786 for accommodations for this request.

Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con Candace Poolton, al (828) 452-2491 o en 16 South Main Street, Waynesville, NC 28786 de alojamiento para esta solicitud.

Date: 3/22/24

Authorized Representative: _____


