

**TOWN OF PLYMOUTH
REQUEST FOR PROPOSAL
FY 2013 CDBG INFRASTRUCTURE PROGRAM
ADMINISTRATIVE and PER SERVICES**

August 13, 2014

Dear Offeror:

This is a Request for Proposal to provide administrative and Preliminary Engineering Report (PER) services in connection with a CDBG - Infrastructure Program that the Town of Plymouth has received. The program will consist of administration and PER services to be used for the rehabilitation of the Plymouth Water Treatment Plant and replacing undersized aging waterlines with new replacement services, replacing the raw water line from well #4 to the water treatment plant. The project will be funded with \$2,588,947 (94% of total program costs) of Small Community Development Block Grant (CDBG) funds to be provided by the North Carolina Department of Environmental and Natural Resources (DENR) Division of Water Infrastructure (DWI) with a local match of \$165,250.00. All awards pursuant to this procurement are contingent upon receipt and approval of Contract with DWI. No funds will be obligated until appropriate documents are executed.

You are invited to submit a proposal to be received not later than **5:00 PM Wednesday, September 17, 2014**, to Mike Wright, Public Works Director, Town of Plymouth, 124 East Water Street, Plymouth, NC 27962, telephone (252) 793-9101 ext 225. Three (3) copies of the proposal should be submitted in accordance with the following sections of this Request for Proposal:

- A. Problem Statement
- B. Scope of Work
- C. Consultant Selection Procedure
- D. Fee Proposal
- E. Proposal Content
- F. Criteria for Award/Evaluation
- G. Federal and State Terms and Conditions
- H. Submission Requirements

The Town of Plymouth will enter into a contract with the firm whose proposal is determined to be the most advantageous to the Town, fee and other factors considered. Factors to be considered, the method used in the evaluation of the proposal and selection of the Consultant are set forth in Section F. The Town of Plymouth encourages proposals from small, minority and female-owned businesses; and does not discriminate based on handicap status.

If you have any questions concerning the Request for Proposal, please do not hesitate to give us a call.

Consultant

Proposal Submission
Mike Wright
Public Works Director
Town of Plymouth
124 East Water Street
Plymouth, NC 27962
(252) 793-9101 ext 225

Date: August 13, 2014

**TOWN OF PLYMOUTH
REQUEST FOR PROPOSAL - ADMINISTRATION SERVICES
CDBG INFRASTRUCTURE HOOK UP PROGRAM**

A. PROBLEM STATEMENT

The Town of Plymouth submitted a Small Cities Community Development Block Grant (CDBG) application to the North Carolina Department of Environmental and Natural Resources (NC DENR) Division of Water Infrastructure (DWI) for funds to undertake an Infrastructure project in the Town. The Town anticipates receiving notification of a \$2,588,947 grant award of CDBG Infrastructure grant funds. These funds will be used to rehabilitate the Plymouth Water Treatment Plant and replace 12,600 LF of 6" water line and 3,000 LF of 6" raw water line including new valves and nine new fire hydrant assemblies.

The Town does not have sufficient staff to fully administer the project and is therefore soliciting proposals from qualified consulting firms. The administration and preliminary engineering report (PER) services will be awarded contingent upon execution of the grant agreement and funding approval.

B. SCOPE OF WORK

The Town of Plymouth is soliciting proposals for planning and administrative services necessary to implement the FY 2013 CDBG Infrastructure project within the approved budget and schedule. Start-up and on-going administrative services shall include, but not be limited to the following:

1. Planning:

- a. Preparation of Environmental Review Record for the project to comply with all requirements of the National Environmental Policy Act (NEPA) and the State Environmental Policy Act (SEPA).
- b. Preparation of a Preliminary Engineering Report (PER) to comply with NC DENR Division of Water Infrastructure requirements.
- c. Establish project files, financial management records and project budget ordinance in accordance with DOC requirements.
- d. As additional services, the Town may wish to negotiate with the successful firm for comprehensive community development planning activities to include but not be limited to housing and community development needs assessments, land development plan and regulations, hazard mitigation planning, economic development strategy, preparation of funding proposals for housing, community development and economic development projects. (The scope of work and compensation for these services are not a part of the basic services and will be negotiated at a later date.)

1. Project Implementation:

a. Implementation of Project Activities. Technical assistance will be required in the administration of each project activity including water improvements. The Consultant will provide community development specialist services assistance to the Project Engineer to ensure all activities will be conducted in accordance with all Federal, State, and local statutes and regulations applicable to CDBG recipients.

b. General Administration. Consultant will also be required to provide technical assistance of a general administrative nature. This assistance will include, but not be limited to, financial management, recordkeeping, procurement procedures, property management procedures, program amendments, citizen participation and disputes, and equal opportunity compliance, fair housing compliance, periodic written status reports to the Town and oral presentations to the governing body as requested. Technical assistance will also be required in preparing Annual Performance Reports and close out documents for the program. Consultant will also be required to attend monitoring visits conducted by NC DENR DWI.

C. CONSULTANT SELECTION PROCEDURES

Proposals will be reviewed by the Town staff and a recommendation will be forwarded to the Town Council for their consideration. After considering factors outlined in Section F, the consulting firm will be selected, subject to negotiation of fair and reasonable compensation. The project is expected to commence immediately upon approval of the consultant by the Town and approval of grants by the funding agency. The project is expected to require no more than 30 months to complete.

D. FEE PROPOSAL

For purposes of proposal evaluation, the Consultant is requested to provide an hourly fee schedule for all personnel to be involved in the project and an estimated not-to-exceed ceiling amount. The hourly rates should include fringe benefits, indirect costs and profit. The Consultant's charge for reimbursable expenses should also be included. Fee will not be the sole criteria for selection of the Consultant.

E. PROPOSAL CONTENT

The Consultant's proposal must contain four parts:

1. **Technical.** Describing the approach to be taken in addressing the proposed scope of work. The description is to include the delineation of specific tasks to be undertaken.
2. **Management and Staffing.** Describing the management plan to be used, staffing configurations and the like. A brief resume of the individuals involved in the project is required, including if staff has been certified by NC DENR staff to complete environmental and PER requirements.
3. **Prior Related Experience.** A brief description of CDBG administration experience, including contact persons and phone numbers.
4. **Fee Proposal.** (See Section D above).

F. CRITERIA FOR AWARDS/EVALUATION

The following factors will be used in evaluating Consultants' proposals and awarding of contract.

- 1. Technical Approach/Understanding of Project (25 points)
- 2. Experience of Proposed Personnel (25 points)
- 3. CDBG Experience of the Firm (25 points)
- 4. Familiarity with Locality (25 points)
- 5. Fee Proposal (10 points)

G. FEDERAL AND STATE TERMS AND CONDITIONS.

The selected Consultant must comply with all the requirements of the North Carolina Community Development Block Grant Program Regulations (4 NCAC 19L), and all amendments thereto. Procurement and contract procedures outlined in 24 CFR 85 must also be followed.

H. SUBMISSION REQUIREMENTS

Three copies of the proposal must be submitted by **5:00 PM, Wednesday, September 17, 2014**. Proposals should be submitted to:

Mike Wright, Public Works Director
Town of Plymouth
124 East Water Street
Plymouth, NC 27962
(252) 793-9101 ext 225