

CABARRUS COUNTY

REQUEST FOR PROPOSALS FOR ADMINISTRATIVE SERVICES RELATED TO THE 2020-2022 HOME Program

May 7, 2021

A. Introduction and Invitation

Cabarrus County intends to select a qualified consultant to provide administrative services for the 2020-2022 program. The County will have approximately \$175,000 in HOME funds. Cabarrus County will build one new home in conjunction with the City of Concord that will be outside of this contract. The remainder of the funds and program income from the sale of the newly constructed home will be used for housing rehabilitation in the unincorporated areas of the county. This should equate to 2-4 homes.

B. Deadline for submission

Proposals must be received by Friday May 28th at 5:00 p.m. Please submit to:

Kelly Sifford, Planning and Development Director
Cabarrus County Planning and Development Department
P.O. Box 707
Concord, NC 28026

Or electronically to:

kfsifford@cabarruscounty.us

Questions should be addressed to Kelly Sifford at 704-920-2142.

C. Scope of Services

1. Administrative services required to implement the 2020-2022 HOME program shall include a Scope of Services to be rendered by consultant which may include but not limited to:
 - a. Release of the environmental requirements and all other conditions/programs and advertising necessary to obtain release of funds. This should include any requirements such as Section 3, etc. Fair Housing will be handled by county staff..
 - b. Record keeping for the aforementioned activities and construction management activities.
 - c. Completion of all required or necessary reports and documentation related to the aforementioned items.

- d. Management through completion of rehabilitation projects.
- e. Assistance in procurement of other professional and construction services.
- f. Work write ups, construction inspections and payment release for rehabilitation projects.
- g. Assistance with program close-out as needed.
- h. All other administrative services necessary for complete program administration, coordination and completion.
- i. All coordination necessary with HUD, the County, the public and any other group or agency for effective completion of all program activities.

D. Proposal Contents

1. Name of Firm.
2. Location of Offices.
3. List of personnel to be involved with the program administration. A staffing configuration and brief resumes for all pertinent personnel should be included.
4. Prior HOME administrative experience in the years 2015 to present to include the type of services and program activities of your firm.
5. Fixed fee price and hourly fee schedule to include all overhead, travel and miscellaneous expenses.

E. Evaluation Criteria

1. Proposals will be reviewed and evaluated by the County in accordance with the following criteria:
 - a. General Qualifications, reputation and competence of firm (20 points)
 - b. Prior HOME experience of the firm (20 points)
 - c. Qualifications of staff assigned to the program (20 points)
 - d. Scope of Service offered by firm (30 points)
 - e. Capability of the firm to perform services within acceptable time and financial restraints (15 points)
 - f. Hourly rate schedule and fixed fee price (10 points)
2. The cost of service will be considered by will not be a primary selection criteria.
3. Consultant selection and procurement shall be conducted in accordance with 24 CFR 85.36 Competitive Negotiation process. Proposals have been solicited and all proposals that are received by the deadline will be considered. Proposals will be reviewed in accordance with the previously listed criteria. Cabarrus County will select the consultant best qualified to perform administrative services for the 2020-2022 HOME program and negotiate appropriate compensation for services desired, including a final lump sum price.

F. Selection Conditions

No funds will be obligated until appropriate documents are executed and appropriate documents are executed and appropriate conditions are removed.

CABARRUS COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER AND SERVICE PROVIDER AND ENCOURAGES SMALL, FEMALE, AND/OR MINORITY FIRMS TO SUBMIT PROPOSALS.