

REQUEST FOR PROPOSALS (RFP)  
TOWN OF FARMVILLE  
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM  
SMALL BUSINESS ENTREPRENUERIAL ASSISTANCE  
ADMINISTRATIVE SERVICES

A. GENERAL

The Town of Farmville has received CDBG-SBEA funding from Community Investment and Assistance. Farmville intends to select a qualified consultant to provide administrative services for the CDBG-SBEA program. The application request is funded with \$250,000 in CDBG funds which represents 81% of the total project costs.

B. SUBMISSION INFORMATION

1. Proposals must be received by 12 pm, October 7, 2011  
in the Town office.

2. Proposals may be mailed to:  
James Smith, Town Manager  
Town of Farmville  
PO Box 86  
Farmville, NC 27828

C. A full description of the services solicited is available on the Town of Farmville website:  
[www.farmville-nc.com](http://www.farmville-nc.com) or by e-mailing [Jimsmith@farmville-nc.com](mailto:Jimsmith@farmville-nc.com)

Questions should be addressed to:

James Smith  
(252) 753-6700

C. SMALL AND/OR MINORITY FIRMS ARE ENCOURAGED TO SUBMIT PROPOSALS

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James Smith, Town Manager

September 14, 2011

**D. SMALL AND/OR MINORITY FIRMS ARE ENCOURAGED TO SUBMIT PROPOSALS**

- E. All awards pursuant to this procurement are contingent upon receipt and approval of Grant Agreement documents. No funds will be obligated until appropriate documents are executed and appropriate conditions are removed.

**F. PROJECT SCOPE**

1. Small Business Entrepreneurial Assistance

**G. SCOPE OF SERVICES REQUIRED**

1. Administrative services required to implement the CDBG- SBEA program shall include:
  - a. Release of environmental and other conditions
  - b. Complete program set-up
  - c. Complete program administration
  - d. Complete bookkeeping and recordkeeping
  - e. Completion of all required or necessary reports and documentations
  - f. Administrative coordination of architectural activities and major construction not to include all labor requirements
  - g. Job monitoring
  - h. Program closeout
  - i. All other administrative services necessary for complete program

administration, coordination and completion

- j. All coordination necessary with CIA, Farmville, the public and any other group or agency for effective completion of all program activities
- k. Administration of Non-CDBG funding sources are not included in this proposal

## H. CONTENTS OF PROPOSAL

- 1. Name of firm/location of offices/brief history of firm
- 2. Firm Employment profile
- 3. List of prior CDBG and economic development grant experience - listing should include type of services, activities and a contact person
- 4. List of personnel to be involved in active program management (not oversight positions) as well as a brief description of the proposed responsibilities of each - include a brief resume for all pertinent personnel
- 5. Brief management plan
- 6. Hourly rate schedule

## I. EVALUATION CRITERIA

- 1. The Town will select the Consultant *best qualified* to:
  - provide the *desired level of service*
  - address the *long-term best CDBG interest* of Farmville
- 2. After selection of the *best qualified Consultant*, the Town will negotiate a final lump sum price with the *best qualified Consultant* using the information found in "J. LUMP SUM PRICE."
- 3. Proposals will be evaluated by the Town Manager using the following criteria:
  - a. **General qualifications, competence and reputation of firm (40 points)**
    - Age, size and stability of firm
    - Ability to manage and manipulate funds and activities to maximize benefit
    - Ability to keep the Town in a position to reapply for more funding

- Ability to consistently obtain grant funding
- Reputation with previous clients
  
- b. Prior CDBG & economic development grant experience of firm (40 points)**
  - Economic Development, Community Revitalization, Infrastructure, Scattered Site programs and other types of economic development grants
  - Volume of programs successfully administered
  - Prior program design philosophies which address the Town 's objectives for CDBG funds
  
- c. Qualifications of actively involved staff (30 points)**
  - Qualifications of Project Manager
  - Level of involvement of program designers
  - Ratio of time spent by various personnel
  - Daily coordination between management and staff
  - Use of sub-consultants if any
  
- d. Ability to address local needs (30 points)**
  - Past management and design performance in a manner consistent with local objectives
  - Flexibility and knowledge of CDBG programs
  
- e. Familiarity with locality (30 points)**
  - Familiarity with population characteristics
  - Past work with Town
  
- f. Availability (20 points)**
  - Ability to provide access to qualified project team members on a continual basis
  
- g. Hourly Rate Schedule (10 points)**
  - Hourly rate schedule
  - Level of service proposed

J. LUMP SUM PRICE

All offers must include a lump sum price for the proposed work. The lump sum price will be used only after determination of *best qualified* so this procurement remains a qualification based procurement and not a low bid process.

DCA Bulletin 94-4 requires Grantees to request a lump sum price, the Town will not allow this requirement to distort the true intent of the "Competitive Negotiation" procurement process.