



Request for Proposals

Community Development Block Grant-Neighborhood Revitalization

Grant Administrator

May 4, 2023

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1 Project Information

The Town of Leland is seeking proposals from qualified, professional consultants who will assist the Town with grant administration services and management of this project in compliance with all applicable requirements under the North Carolina Community Development Block Grant-Neighborhood Revitalization (CDBG-NR) Program. The fee for grant administration services will be paid with CDBG-NR funds.

The Town of Leland has been awarded \$442,000 from the CDBG-NR Program. This funding is through the North Carolina Rural Economic Development Division (REDD) and will provide rehabilitation or replacement housing assistance to lower-income homeowner households. The program is sponsored by the Town of Leland, with funds provided by the Rural Economic Development Division.

All sealed proposals must be received by 5:00 PM on May 17, 2023. Inquiries, amendments, or submissions received after the time and date listed above shall not be considered for evaluation.

Questions, requests for information, and responses to this RFP shall be addressed and delivered to:

Barnes Sutton, Community Development Planner
102 Town Hall Drive
Leland, NC 28451
bsutton@townofleland.com
(910) 756-5096

The Town of Leland reserves the right to reject any and all submissions for any reason or no reason. This RFP does not obligate the Town to pay any cost incurred by respondents in the preparation and submission of a response nor does it obligate the Town to accept or contract for any expressed or implied services.

2 Project Background and Goals

Background

Leland is located in Brunswick County ten minutes from downtown Wilmington and was incorporated in 1989. Leland is currently 27.15 square miles and has a population of 25,974 as of July 1, 2021 based on the latest US Census Bureau estimates. Leland has seen a cumulative population change of 72.9% from 2010 to 2019, at the time making it the fastest growing municipality in North Carolina and the 12th fastest in the nation based on 10-year cumulative population growth. Demand for housing from immigrating retirees along with commuters and families seeking alternative housing options to Wilmington and New Hanover County have contributed to the significant population growth and residential development in Leland.

As of 2019, Leland had an estimated 8,877 homes and expects to need a total of 21,689 housing units by 2045 to accommodate anticipated growth. Single-family detached homes accounted for 84.1% of Leland's housing stock. Leland will need to provide a diversity of housing choices to accommodate this expected growth. From 2000 to 2019, the owner-occupied household tenure increased while renter-occupied decreased. Vacant units account for just 8.9% of housing stock, lower than North Carolina's rate of 14.3%, and significantly lower than Brunswick County's vacant housing units, which account for 37.3% in the latest estimates.

With the increased demand for housing that comes with the growth the municipality has been experiencing, Leland has taken intentional steps to support the supply of affordable housing. Several factors contribute to the rising prices of housing in Leland, including construction costs, low supply, and zoning restrictions. Affordable housing options are fundamental to supporting a growing economy, reducing intergenerational poverty, and increasing upward economic mobility.

More information can be found in Leland's adopted land use and development plans:

<https://www.townofleland.com/planning-inspections/planning-zoning/guiding-plans-and-documents>

In addition to the Town-adopted land use and transportation plans, consideration should also be given to the following plans, documents, and studies:

1. Military Ocean Terminal Sunny Point (MOTSU) Joint Land Use Study:
<http://capefearcog.org/wp-content/uploads/2019/08/MOTSU-JLUS-Final-July-31-2019-1.pdf>
2. Town of Leland Parks, Recreation, and Open Space Plan:
https://www.townofleland.com/sites/default/files/uploads/pros_master_plan_final-leland_8_13_18.pdf
3. Town of Leland 2019 Strategic Plan for Economic Development
[https://townofleland.civicweb.net/document/48591/2019%20Strategic%20Plan_COMBINED%20\(2\).pdf?handle=669090D3E50B4AB4B245EE524748A00B](https://townofleland.civicweb.net/document/48591/2019%20Strategic%20Plan_COMBINED%20(2).pdf?handle=669090D3E50B4AB4B245EE524748A00B)
4. 2015 Southeastern NC Regional Hazard Mitigation Plan
<https://www.brunswickcountync.gov/planning/ordinances-plans/hazard-mitigation/>
5. Cape Fear Moving Forward 2045 Metropolitan Transportation Plan
<http://capefearmovingforward2045.org/>

Goals

The goal of the project is to: Effectively and efficiently administer federal funds to successfully rehabilitate and reconstruct sub-standard housing for low-to-moderate income homeowners.

3 Scope of Work

The consultant will be expected to conduct the following tasks. The Town strongly encourages proposers to expand on these tasks, emphasize tasks and to suggest additional tasks not identified in this RFP that may be necessary or beneficial.

1. Environment Review Compliance and Release of Funds and other Funding Conditions;
2. Citizen Participation Compliance;
3. Fair Housing Plan;
4. Equal Employment and Procurement Plan;
5. Local Economic Benefit (Section 3 Regulation);
6. Section 504 Plan;
7. Completion of Language Access Plan;
8. Completion of Anti-Displacement and Relocation Assistance Plan;
9. Complaints and Grievance Procedures for Compliance Plans;
10. Labor Standards Compliance;
11. Completion of all required reports and documentation;

12. Assistance with Financial Reimbursements Forms;
13. Setting up and managing official records; and
14. Housing related services to include;
 - a. Home inspections to determine needs
 - b. Establishing qualifications of homeowners
 - c. Preparation of construction documents
 - d. Preparation of acquisition documents
 - e. Preparation of clearance contracts
 - f. Coordination of necessary asbestos and lead paint inspections
 - g. Preparation of relocation eligibility amounts and coordination with owners

The services will not include the disbursement or account of funds distributed by the Town's financial officer, legal advice, fiscal audits, or assistance with activities not related to the CDBG-NR project.

Expectations of Consultant

Throughout the process the selected consultant will be expected to utilize their experience and drive the process. To achieve this goal, and utilize the experience of the selected consultant, Leland will require the following expectations be met and identified within the consultant's proposal:

1. Initial meeting with Town staff to review a project timeline, schedule meetings and begin the process of data acquisition.
2. Review all existing plans, maps, documents, data and other materials relevant to the project. The Town will provide all available existing documentation to the consultant.
3. Address the public hearing process and meetings with Town staff, applicable advisory committees, local units of government, etc.
4. Conduct meetings with key elected and appointed officials and advisory groups. The selected consultant will lead stakeholder outreach and participation efforts with Town staff providing assistance where needed.
5. Plan and implement a stakeholder and public outreach process using a range of methods to inform and involve stakeholders and the general public.
6. Draft materials for review and comment by the Town in accordance with a schedule developed at the beginning of the project.
7. Prepare all final documents associated with the project close out.
8. Provide at least weekly updates, primarily via e-mail or telephone and occasionally in-person, to update Town staff on project status, discuss issues and review drafts. Periodic written status reports and status update presentations may also be required to the Planning Board and Town Council.

4 Anticipated Schedule

The Town reserves the right to make adjustments to this schedule as necessary.

Preliminary Project Schedule	Date	Time
Issue/Advertise RFP in official advertising publications	May 9, 2023	
Deadline for written questions and clarifications on the RFP	May 15, 2023	12:00 PM
Deadline for submission of Statement of Qualifications	May 17 2023	5:00 PM
Notice to Proceed	May/June 2023	
Release of Conditions and Completion Activities	July 19, 2023	
Submission of Compliance Documents	September 19, 2023	
Request for Release of Funds	October 19, 2023	
Obligate all funds	March 19, 2025	
Expend all funds	June 19, 2025	
All closeout documents returned to REDD	September 19, 2025	
Project Completion	September 2025	

5 Evaluation and Selection Criteria

Vendor Minimum Qualifications

The following are knowledge, skills, and abilities desired of the consultant by Leland:

1. Thorough knowledge of the Rural Economic Development Division and Community Development Block Grant programs; specifically, Neighborhood Revitalization and having administered more than one (1) CDGB project.
2. Thorough knowledge of the principles and practices of community development and neighborhood revitalization in North Carolina.
3. Thorough knowledge of applicable and relevant state and federal regulations, policies, and programs.
4. Thorough knowledge and experience in public interaction, conflict resolution, and consensus building.
5. Ability to attend and effectively conduct and/or participate in meetings, public workshops, and public hearings.
6. Knowledge and ability to translate the goals and strategies to be incorporated into the Town of Leland Code of Ordinances, policy directives, and the budget process.

Vendor Evaluation Criteria and Scoring

Consultant selection will be based upon a qualitative evaluation of the proposals submitted. During the review process, staff and a selection committee from the Town of Leland may request additional clarifying information from any consultant that submits a proposal. Staff and the selection committee will evaluate the responses to this RFP and may interview the top-rated consultants. It is anticipated that the Town of Leland and the selected consultant will enter into a professional services contract for the period beginning in Spring 2023 through project completion.

A series of selection criteria will be utilized (not necessarily in priority order) during the evaluation of proposals and throughout the selection process:

1. Demonstrated level of qualifications, experience, and professionalism for the respondent firm (or team), its principals, project management team, project manager, key staff, and sub-consultants (if applicable) assigned to the project;
2. Demonstrated level of multi-disciplinary experience on the project team, with respect to the range of experience and services;
3. Demonstrated experience in community engagement, public participation, and outreach as part of similar efforts;
4. Demonstrated experience working with public agencies, city and town departments, and other regional entities as part of similar efforts;
5. Demonstrated adherence to, and ability to stay on task, schedule, and budget as part of similar efforts;
6. Demonstrated capacity and capability of the firm to perform the work within the specified timeline;
7. Overall value of the proposal and proposed services relative to the level of creativity and innovation in the proposed approach to the project; and
8. Other issues which may arise during the selection process.

Clarifying Qualifications During Evaluation

During the evaluation process, the Town has the right to require any clarification it needs in order to understand the Firm/Team's view and approach to the Project and scope of work. Any clarifications to the Qualification made before executing the contract will become part of the final Firm/Team contract.

Interviews and Awards

- Prior to making an award determination, the Town of Leland may conduct consultant interviews. Interviews may be conducted virtually.
- The Town of Leland reserves the right to reject one or more of the proposals, to waive any deficiencies associated with the submittal, and to accept any proposals that it deems to be in the Town's best interest. The Town of Leland also reserves the right to re-advertise and reject any and all proposals which are deemed to be nonresponsive, do not contain all the required submittal information as herein contained, are late, or are deemed unsatisfactory in any way. The Town of Leland shall have no obligation to award a contract for services and work as a result of this Request for Proposal.
- The successful bidder shall be responsible for obtaining and maintaining adequate liability insurance to complete and full protect the Town of Leland. The consultant shall furnish proof of this liability insurance to be attached to the executed copies of the contract. The consultant will also complete the E-Verify Requirement.
- After making a final Team selection and taking into consideration quality, performance, and the time specified in the Qualifications, the Town will begin contract negotiations with the selected responsible, responsive Firm/Team. If successful, the Firm/Team and Town will enter into a professional services contract for the work.
- A negotiation of the final contract price will be between the Town and the chosen firm. (NOTE: Consultants shall bear all costs incurred by their firm for interviews and the RFP response preparation and shall not include such costs within the RFP response).

- All respondents are considered fully informed as to the intentions of the Town regarding the timeframe to prepare and complete contract negotiations. Respondents should be prepared to provide a detailed, written Proposal to include the scope of work, staffing plans, action plan, and fee proposal during negotiations.
- The Town may withdraw this RFP, reject qualifications, or any portion thereof, at any time prior to an award, and is not required to furnish a statement of reason why a particular qualification was not deemed to be the most advantageous to the Town.

E-Verify Compliance

The Project contract will require that the selected Firm/Team and its subcontractors comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes consistent with state law requirements for municipal contracts.

6 Submittal Requirements and Format

The following materials must be received by the submittal deadline for a proposal to be considered. However, during the selection process, the Town reserves the right to request additional information or to seek clarification from the consultant/firm, or to allow for correction of errors and/or emissions. The submittal requirements are as follows:

1. Project Overview
 - A. General Information: Provides a brief overview of the firm, including qualifications to execute the contract, and company mission or statement of beliefs;
 - B. CDBG Grant Administration Experience: A description of specialized experience and technical competence of the staff to be assigned to the project with respect to CDBG grant administration, description of firm's prior experience, including any similar projects, size of community, location, total construction cost, and name of local official knowledgeable regarding the firm's performance;
 - C. Cost of Services: Indicate a fee for service and explanation of the basis for the fee;
 - D. Documentation of compliance with state and federal debarment/eligibility requirements.
2. Qualifications
 - A. Personnel Qualifications:
 1. Identification of lead project manager and their contact information.
 2. Name, proposed role, hourly rate, anticipated time commitment to the project and biography of each team member.
 - B. Consultant/Firm Capability: 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.
 - C. References: Include a list of at least three municipal or county clients for which you have conducted Community Development Block Grant planning, visioning, and community engagement. Experience in working with municipalities and/or counties in North Carolina is preferred.

Physical Submittal: Department Contact, Deadline for Receipt, Format

Respondents must submit five (5) total copies of their written response in a sealed package, including one PDF digital format, to Barnes Sutton, Community Development Planner, by the submission deadline noted in this RFP. The name and address of the respondent should appear on the outside of the submittals and the package should include the RFP title and reference the project (“Community Development Block Grant-Neighborhood Revitalization: Grant Administrator”). Each submittal will remain sealed and not for public disclosure until after the submittal deadline.

1. Each submittal copy shall be identical in content. Responses should be concise, clear, and relevant. Submitter’s cost incurred in responding to this RFP is the submitter’s alone and the Town does not accept liability for any such costs. The Town will not and shall not be required to return any item submitted.

Minimum Number of Responses

In order to consider submittals, the Town must receive at least three responses to the RFP. If the Town receives fewer than three responses, it will re-advertise the RFP in accordance with General Statute requirements. After the second solicitation, the Town may consider submittals even if three are not received and will follow the same procedures used for the initial solicitation.

It is the sincere intention of the Town to make every effort to be fair and equitable in its dealings with all candidates for selection. If, however, the Town should determine that none of the respondents submitting are advantageous to the Town of Leland, the Town reserves the right to accept or reject any or all responses with or without cause. Issuance of this RFP does not commit the Town of Leland to award a contract, to pay any costs incurred in preparation of a proposal, or to procure or contract for related services or supplies.



Town of
Leland

Growing our future. Nourishing our roots.