

Request for Proposals (RFP)
Community Project Funding (CPF) Grant Administration and
Construction Management Services
County of Lenoir

Purpose

Lenoir County, North Carolina, is soliciting sealed proposals from qualified firms to provide comprehensive grant administration and construction management services to support a Community Project Funding (CPF) project funded by the Housing and Urban Development (HUD). The County has been awarded \$5,182,000 in HUD Economic Development Initiative (EDI) CPF funds, contingent upon execution of the Grant Agreement and satisfaction of all grant conditions.

The selected firm will assist the County with grant administration and construction management services of the CPF project in compliance with all applicable federal, state, and local requirements, including HUD CDBG requirements, 2 CFR Part 200 procurement, and grant management requirements, applicable civil rights and labor standards requirements, and HUD EDI program requirements.

This RFP is intended to comply with the competitive proposal requirements applicable to procurement of grant administration and construction management services under federal grant rules and HUD CPF monitoring expectations.

Project Background

The EDI CPF program is administered by the US Department of Housing and Urban Development and funded through directed Congressional appropriation. The funding is intended to provide assistance to Lenoir County for the purposes of installing water and sewer infrastructure, supporting the growth and expansion of economic development opportunity in the County, principally for the benefit low- and moderate-income persons.

Scope of Services

The selected firm shall provide the grant administration and construction management services necessary to implement and complete the County's CPF project, including but not limited to the following:

A. Grant Administration Services

- Administer the CPF grant in accordance with applicable HUD regulations and Federal Uniform Guidance requirements.
- Coordinate with County staff, federal and state representatives, contractors, and stakeholders throughout the project.
- Prepare and submit any required reports, reimbursement requests, and grant documentation.
- Maintain, and make available upon request, complete grant files and documentation for monitoring and audit purposes.
- Prepare and administer required agreements, program documentation, and compliance plans.
- Prepare and coordinate environmental review processes and any environmental compliance documentation in accordance with HUD National Environmental Protection Act (NEPA) standards.
- Oversee beneficiary eligibility and income qualification requirements.
- Monitor compliance with applicable Federal requirements, including but not limited to:
 - Section 3 requirements
 - Equal Opportunity requirements

- Minority and Women-Owned Business Enterprise participation requirements
- Labor standards requirements, as applicable
- Debarment and suspension requirements
- Prepare and submit all necessary compliance documents, reports, and documents necessary to secure release of funds.
- Prepare for State and Federal monitoring visits.
- Complete grant closeout activities and final reporting requirements.

B. Construction Management Services

Services shall include, but are not limited to:

- Oversee, coordinate, monitor, and document completion of the approved scope of work for eligible housing units.
- Conduct pre-construction conferences with the County, contractor, and project team.
- Provide construction oversight and coordinate with the general contractor, subcontractors, suppliers, vendors, design professionals, and County staff throughout the project.
- Monitor the contractor's compliance with applicable North Carolina building codes, permitting, inspection, licensing requirements, and contract documents.
- Review, monitor, and coordinate the contractor's project schedule to support timely completion.
- Review and coordinate contractor submittals, material selections, equipment deliveries, and construction schedules for compliance with project requirements.
- Coordinate with County representatives and property owners throughout the construction process.
- Oversee rehabilitation, reconstruction, accessibility improvements, site improvements, and related construction activities performed by the contractor.
- Maintain construction management records, progress reports, and inspection documentation, and monitor the contractor's quality control activities throughout the project.
- Monitor compliance with all applicable Federal requirements, including but not limited to:
 - Section 3 requirements
 - Equal Opportunity requirements
 - Minority and Women-Owned Business Enterprise participation requirements
 - Debarment and suspension requirements
 - Lead-based paint requirements, including 24 CFR Part 35, where applicable
 - Davis-Bacon labor standards requirements, if triggered by project thresholds or funding conditions
- Monitor construction progress through regular site visits and progress meetings.
- Review and evaluate contractor construction schedules and recommend corrective action when necessary.
- Review and evaluate proposed change orders and provide recommendations to the County.
- Review, verify, and recommend contractor payment applications, supporting documentation, and lien waivers for County approval.
- Coordinate inspections, monitor the contractor's completion of punch list items, and recommend final acceptance to the County.
- Coordinate warranty documentation and monitor the contractor's correction of deficiencies during the warranty period.

Minimum Qualifications

Responding firms must demonstrate the following qualifications:

- Significant experience administering HUD CPF and EDI programs or CDBG projects of similar scope and scale.
- Demonstrated experience with Federally funded infrastructure, housing rehabilitation,

- reconstruction, or neighborhood revitalization projects.
- Experience working with local governments in North Carolina.
- Familiarity with HUD regulations, 2 CFR Part 200 requirements, CPF program requirements, and other applicable State, Federal, and Local regulations.
- Sufficient staffing resources and organizational capacity to complete the project successfully within established timelines.

Proposal Content Requirements

Proposals must be concise yet sufficiently detailed to allow for thorough evaluation. At a minimum, each proposal must include the following:

Firm Qualifications

- A description of the firm and its organizational structure.
- The number of years the firm has provided HUD CPF and CDBG-related services.
- Relevant experience with HUD Community Development, EDI, CPF, or CDBG programs.

Project Experience

- Descriptions of comparable projects completed within the past five years.
- Identification of each project's location, funding source, size, and services provided.
- Three references from local government HUD or CDBG clients.

Project Team

- Identification of key personnel assigned to the project.
- Resumes and qualifications for proposed staff.
- Identification of the project manager and primary point of contact.

Project Approach

- A description of the firm's understanding of the project.
- The proposed methodology for grant administration and construction management.
- The proposed project schedule and implementation strategy.
- Strategies for maintaining compliance and meeting project deadlines.

Cost Proposal

- Hourly rates for each proposed staff classification.
- A separate, detailed fee schedule for grant administration services and construction management services. Construction management services are generally considered Activity Delivery Costs (ADC).
- Identification of any reimbursable expenses and the basis for each charge.
- Total proposed cost.

Compliance and Certifications

- E-Verify certification and affidavit.
- Documentation of compliance with all applicable federal, state, and local regulations.
- Proof of insurance in accordance with County policies, including:
 - General Liability Insurance.
 - Workers' Compensation Insurance, as required by North Carolina law.
 - Automobile Liability Insurance.

Cost Proposal Instructions

For proposal evaluation purposes, respondents shall provide an hourly fee schedule for each project team member. All hourly rates must be fully burdened and inclusive of fringe benefits, overhead, indirect costs, and profit. The proposal shall also identify and itemize any reimbursable expenses that may be incurred during the performance of the work.

Selection will not be based solely on price. Proposals will be evaluated based on overall value, including the firm's qualifications, relevant experience, demonstrated project understanding, and ability to successfully manage and complete the project.

Evaluation Criteria

The County will evaluate proposals based on the criteria set forth in the table below. The County reserves the right to reject any or all proposals, waive minor irregularities or informalities, request additional information, conduct interviews, negotiate with the highest-ranked proposer, and award a contract to the firm determined to offer the best overall value and fair, reasonable compensation.

Evaluation Criterion	Points
Experience with HUD CPF and EDI programs or CDBG projects	35
Staff Qualifications	25
Capacity and Availability	20
Approach and Understanding of Project Requirements	10
Cost Proposal	10
Total Possible Points	100

Experience with HUD CPF and EDI programs or CDBG Projects – 35 Points

The County will evaluate the respondent's demonstrated experience in HUD CPF and EDI programs or similar CDBG programs, including infrastructure, housing rehabilitation, reconstruction, neighborhood revitalization, disaster recovery, and other community and economic development initiatives. Evaluation will consider the number, size, complexity, and successful completion of projects of similar scope and nature.

Staff Qualifications – 25 Points

The County will evaluate the qualifications, certifications, and relevant experience of the key personnel assigned to the project, including project managers, grant administrators, housing specialists, construction managers, inspectors, and support staff. Consideration will be given to each team member's expertise, role, and ability to effectively contribute to the successful delivery of the project.

Capacity and Availability – 20 Points

The County will evaluate the firm's available resources, staffing capacity, organizational structure, and ability to dedicate sufficient personnel to successfully meet project schedules, performance requirements, and service delivery expectations. Consideration will be given to the firm's ability to effectively manage project workloads and respond to evolving project needs throughout the contract term.

Approach and Understanding – 10 Points

The County will evaluate the respondent's understanding of the County's goals and objectives, applicable regulatory requirements, proposed implementation approach, risk management strategies, and overall methodology for achieving project success. Consideration will be given to the respondent's ability to identify potential challenges, ensure compliance, and effectively deliver project outcomes in a timely and efficient manner.

Cost Proposal – 10 Points

The County will evaluate the reasonableness, competitiveness, and completeness of the respondent's proposed fee structure and overall project costs. Consideration will be given to the extent to which the proposed costs are justified, transparent, and reflective of the scope of services, while providing the best overall value to the County.

Federal and State Terms and Conditions

The selected firm shall comply with all requirements of the session law authorizing the funding for this project. The firm shall also comply with the procurement and contract requirements set forth in 2 CFR Part 200, including all applicable Federal, State, and Local contractual provisions. These requirements include, but are not limited to, conflict of interest, legal remedies, termination for cause or convenience (as applicable), nondiscrimination, age and disability discrimination, Section 3 compliance, access to records and record retention, anti-lobbying provisions, Buy America preferences (where applicable), and reimbursement to the Rural Economic Development Division (REDD) for any improper expenditures resulting from the administrator's negligence, errors, or omissions.

Reimbursement to HUD for Improper Expenditures. In accordance with the County's anticipated Grant Agreement with HUD, the contract for administrative services shall include a provision requiring the administrator to reimburse Lenoir County for any grant funds that are determined to have been improperly expended and must be repaid to HUD as a result of the administrator's negligence, error, or omission.

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Submission Instructions

Respondents shall submit one (1) original and two (2) copies of their proposal in a sealed envelope marked "Sealed Proposal for HUD CPF Grant Administration and Construction Management" to the County at the following address:

Lenoir County

Adam T. Short
Lenoir County Administration
101 N Queen Street
Kinston, NC 28501

Proposals must be received by November 6, 2026, at 12:00 pm. Proposals received after the deadline will be considered late and will be rejected. Questions regarding this RFP shall be submitted in writing to Adam Short via email at adam.short@lenoircountync.gov.

Proposals by telephone or email shall not be accepted. Also, respondents are instructed NOT to fax their proposal. Faxed proposals shall be rejected as non-responsive regardless of where the fax is received. Respondents are cautioned that they are responsible for delivery to the specific location cited above. Therefore, if your proposal is delivered by an express mail carrier or by any other means, it is your responsibility to ensure delivery to the above address.

Contract Terms

The contract with the selected firm will be contingent upon execution of a mutually acceptable agreement and satisfaction with all HUD requirements. The contract must include all required federal, state, and HUD CPF provisions applicable to grant administration and construction management services contracts funded as a whole or in part with HUD funds.

Reservation of Rights

Lenoir County reserves the right to reject any or all proposals, waive informalities, request additional information, cancel the solicitation, re-solicit, and negotiate with the selected proposer as permitted by law.

Equal Opportunity and Outreach

Lenoir County is an Equal Opportunity Employer and encourages proposals from small businesses, Minority-Owned Businesses, Women-Owned Businesses, Historically Underutilized Businesses, Veteran-Owned Businesses, and certified Section 3 business concerns.

This information is available in Spanish and any other language upon request. Please contact Adam Short, Assistant County Manager by phone at 252-559-6450, (TTY# 1-800-735-2962), or via email at adam.short@lenoircountync.gov for accommodations for this request.

Esta información está disponible en español o en cualquier otro idioma si lo solicita. Para pedir adaptaciones, comuníquese con Adam Short, Subadministrador del Condado (Assistant County Manager), al 252-559-6450 o en persona en el Lenoir County Administration Building, 101 N. Queen Street, Oficina 200, Kinston, NC 28501.