TOWN OF PINK HILL
REQUEST FOR PROPOSALS FOR
GRANT ADMINISTRATION SERVICES

The Town of Pink Hill has received a Community Development Block Grant-Neighborhood Revitalization (CDBG-NR) award in the amount of $950,000 by the North Carolina Department of Commerce (NCDOC) for the 2025 CDBG-NR Project which includes 2 housing units to be rehabilitated/reconstructed and park improvements at the Jones Avenue Park. The project will take place over the next 30 months.

The Town Board of Commissioners are soliciting proposals for grant administration services to assist the Town in the administration and management of this project in compliance with all applicable requirements under the North Carolina CDBG-NR Program. The fee for grant administration services will be paid with CDBG-NR funds.

Scope of Services:

Grant administration services shall include, but are not limited to, standard tasks necessary for the implementation of the project in conformance with the following CDBG compliance areas:

1. Environment Review Compliance and Release of Funds and other Funding Conditions;
2. Citizen Participation Compliance;
3. Fair Housing Compliance;
4. Equal Employment and Procurement Compliance;
5. Section 3 Compliance;
6. Section 504 Compliance;
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

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.

Proposal Submission:

Submissions provided to the Town shall include at a minimum:

1. Individual or Firm Information: the consultant or firm's legal name, address, email, and telephone number, the principal(s) of the firm and their experience and qualifications;

2. CDBG Grant Administration Experience: 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 (in particular those funded by CDBG), size of community, location, total construction cost, and name of local official knowledgeable regarding the firm's performance. Include at least three references;

3. 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;

4. Cost of Services: Indicate a fee for service and explanation of the basis for the fee;

5. Documentation of compliance with state and federal debarment/eligibility requirements.

Proposal Evaluation Criteria:

Proposals for grant administrative services will be evaluated by a Selection Committee. Proposals will be considered on an equal competitive basis. The following criteria will be used in the evaluation process:

1. General Qualifications, Competence and Reputation of Firm or Individual Consultant ..... 20 points
2. Prior CDBG Housing Grant Experience of Firm or Individual Consultant ..... 20 points
3. Qualifications of Actively Involved Staff (assigned staff members of Firm or Consultant)..... 25 points
4. Ability to Address Local Needs..... 15 points
5. Availability ..... 15 points
6. Cost of Services ..... 10 points

Upon completion of the review, the Committee will make its recommendation to the Town Commissioners for approval.

Respondents may review the CDBG-NR application which includes a description of the proposed project including activities, budget, schedule, and other pertinent information by visiting Town Hall during regular office hours.

The above information should be submitted no later than August 28, 2026, 2:00 p.m. to Lauren Smith, Town of Pink Hill, 303 S Central Ave, Pink Hill, NC 28572. For more information, contact Lauren Smith, Town Clerk, at 252-568-3181.

The Town of Pink Hill is an Equal Opportunity Employer and Housing and invites the submission of proposals from minority and women-owned firms, historically underutilized businesses, and certified/registered Section 3 business concerns.

This information is available in Spanish or any other language upon request. Please contact Town Clerk at 252-568-3181 or at 303 S Central Ave, Pink Hill, NC 28572 for accommodations for this request.

Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con Town Clerk al 252-568-3181 o en 303 S Central Ave, Pink Hill, NC 28572 de alojamiento para esta solicitud.

Date: August 13, 2026 Mike Horne, Mayor

Equal Housing Opportunity