



REQUEST FOR QUALIFICATIONS FOR ADMINISTRATIVE SERVICES
RELATED TO THE
2010-2011 CABARRUS COUNTY HOME PROGRAM

May 18, 2010

A. Introduction and Invitation

Cabarrus County intends to select a qualified consultant to provide administrative services for the 2010-2011 HOME program. The County will receive \$125,375 in HOME program funds to be spent for housing rehabilitation activities within the County. This program will benefit persons with incomes at or below 50% of the area's median income. The eligible activities include owner occupied housing rehabilitations with a probable budget of \$130,375 and administrative costs up to \$7,523.

B. Deadline for submission

ONE copy of the Proposal must be received by Friday, May 28th, 2010 at 5:00 p.m. Please submit to:

Kelly Sifford, AICP Community Development Manager
Cabarrus County Department of Commerce
P.O. Box 707
Concord, NC 28026

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

Activities contained in the 2010-2011 application are housing rehabilitation of owner-occupied units.

C. Scope of Services

1. Administrative services required to implement the 2010-2011 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 necessary to obtain release of funds.
 - b. Complete program set-up.
 - c. Complete program administration.
 - d. Complete bookkeeping and record keeping.
 - e. Completion of all required or necessary reports and documentation
 - f. Completion of all activities funded and approved by the City of Concord and HUD.
 - g. Assistance in procurement of other professional services.
 - h. Program close-out.
 - i. All other administrative services necessary for complete program administration, coordination and completion.

- j. All coordination necessary with HUD, the City of Concord, 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 1989-2009 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 will be solicited from all firms wishing to be considered. All proposals will be solicited from all firms wishing to be considered. All proposals received by the deadline and prepared in accordance with the proposal instructions will be reviewed in accordance with the previously listed criteria. Cabarrus County will select the consultant best qualified to perform administrative services for the 2010-2011 HOME program and negotiate appropriate compensation for services desired, including a final lump sum price.

F. Selection Conditions

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 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.