

City of Greenville
Request for Qualification and Proposals
Administrative & Related Grant Services

August 21, 2020

The City of Greenville is requesting statements of qualifications and proposal from consultants with a strong record in successfully assisting local governments with grant writing for and implementation of Community Development Block Grant (CDBG) programs. Responding firms should be qualified to provide grant administration and related services including, but not limited to: Preparation of the grant application; Preparation of the Environmental Review Record; Preparation of draw/disbursement requests; Assistance with financial administration of grant funds and record keeping; Assistance with holding public hearings; Assistance with any required acquisition following the Uniform Relocation Assistance and Real Property Acquisition Act (URA); Assisting the engineer/architect with preparation of bid documents, Advertising and Conducting the bid opening; Assisting the City with Davis- Bacon and related labor requirements including weekly payroll review and employee interviews; Assisting the City with meeting Affirmatively Furthering Fair Housing (AFFH) requirements; and Preparation of close-out documents.

The City plans are to contract with a reputable consulting firm for grant writing, and, if funded, for administration services, for a FY2021 CDBG project. The purpose of the project(s) is to assist the City in obtaining CDBG funds for a street/drainage improvements project that will better service the citizens of Greenville.

Information which should be submitted for our evaluation is as follows:

- 1) **History of firm and resources**
- 2) **CDBG experience, including other DCA grant programs**
- 3) **Capacity to complete scope of work**
- 4) **Current workload**
- 5) **Scope and level of service proposed**
- 6) **Experience with similar projects and list of references**
- 7) **Fees associated with grant writing, and grant administration, if the project is funded**
- 8) **Statement of Qualifications Form**
- 9) **Applicable Section 3 Certification forms, if claiming Section 3 Status**

All contracts are subject to Federal and State contract provisions prescribed by the Georgia Department of Community Affairs. This project is covered under the requirements of Section 3 of the HUD Act of 1968, as amended and Section 3 Business Concerns are encouraged to apply.

The City of Greenville also abides by the following laws as they pertain to HUD Assisted Projects: Title VI of the Civil Rights Act of 1964; Section 109 of the Housing and Community Development Act of 1974, Title I; Title VII of the Civil Rights Act of 1968 (Fair Housing Act); Section 104(b)(2) of the Housing and Community Development Act of 1974; Section 504 of the Rehabilitation Act of 1973 as amended; Title II of the Americans with Disabilities Act of 1990 (ADA); and the Architectural Barriers Act of 1968.

Interested parties should request copies of the Statement of Qualifications Form and Section 3 Solicitation Package prior to preparing and submitting their proposal. Proposals should be received no later than **2:00 PM** on September 21, 2020. Proposals received after the above date and time may not be considered. We reserve the right to accept or reject any and all proposals and to waive informalities in the proposal process. Questions, Statement of Qualifications and Section 3 Certification form requests (i.e., request for Section 3 preference), and proposal packages should be submitted to the name and address listed below:

Charlene R. Glover, Mayor
100 N. Depot Street
Greenville, GA 30222
(706) 672-1216



GRANT ADMINISTRATION STATEMENT OF QUALIFICATIONS

NAME OF FIRM: _____

ADDRESS: _____

1. Years in Business in Present Form: _____

2. Firms History and Resource Capability to Perform Required Services:

3. Titles, names, and addresses of all officers.

4. List up to five (5) projects which demonstrate skills to be used on CDBG projects.

1. _____
2. _____
3. _____
4. _____
5. _____

5. If you were awarded the administration on these type of projects, what would your fee for grant writing/grant administration services be (*fees can be expressed in percentages, but all agreements will be lump sum amounts*)?

6. Describe the organizational capacity to complete all necessary grant administration activities, including experience of all employees who will be or may be assigned to this project.

7. List references with contact information.

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

8. Are you a Section 3 Business Concern? Yes _____ No _____

If you are claiming to be a Section 3 Business Concern, then the Attached Section 3 Business Concern Certification, Previous Certification and Action Plan must be filled out, signed, notarized, and submitted with your proposal. If you answered no, then you will not have to fill out and submit with your proposal. If you are the successful proposer, you will be asked to provide the completed Section 3 Forms for the CITY/COUNTY's records.

Is the signed and notarized Section 3 Business Concern Certification, Previous Certification and Action Plan attached to your proposal? Yes ___ No _____

9. Certifying that:

Mr./Mrs./Ms. _____ being duly sworn deposes and states that he/she is the _____ (title) of _____ (name of firm) and that answers to the foregoing questions and all statements herein contained are true and correct.

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