

CITY OF THOMASTON
REQUEST FOR QUALIFICATIONS AND PROPOSALS
WRITING/ADMINISTRATIVE & RELATED GRANT SERVICES

Statements of qualifications and proposals are being requested from consultants with a strong record in successfully assisting local governments with the implementation of Community Development Block Grant programs. Responding firms should be qualified to provide grant writing/administration and related services.

Plans are to contract with a reputable consulting firm for grant writing and administration services for a FY2018 CDBG project, if funded. The purpose of the project is to provide Sewer Improvements. If Community Development Block Grant funds are awarded, this procurement action may also lead to additional project contracts and/or contract addendums for planning, administrative and other related services, for State and Federally funded projects.

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) **Key personnel/qualifications**
- 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 administration**
- 8) **Statement of Qualifications Form, see attached**
- 9) **DCA Section 3 Solicitation Package, see attached. *(The DCA Section 3 Solicitation Package is a required component for all proposals claiming Section 3 Business Concern preference. Please complete "Appendix C – Section 3 Forms" only if claiming Section 3 Business Concern preference.)***

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 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 HCD Act of 1974, Title 1; 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.

Proposals should be received no later than **5:00 PM on February 26, 2018**. Proposals received after the above date and time will not be considered. The City reserves the right to accept or reject any and all proposals and to waive informalities in the proposal process. Questions and Completed Proposals should be submitted to the name and address listed below:

Gail Hammock, Executive Secretary
City of Thomaston
P.O. Box 672
Thomaston, GA 30286
Phone: 706-647-4242
Email: ghammock@cityofthomaston.com

