

The City of Riceboro,
REQUEST FOR PROPOSALS
ADMINISTRATIVE & RELATED GRANT SERVICES

Statements of qualifications and proposals are being requested 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/county with Davis Bacon and related labor requirements including weekly payroll review and employee interviews; Assisting the city/county with meeting Affirmatively Furthering Fair Housing (AFFH) requirements; and Preparation of close-out documents.

The City of Riceboro plans are to contract with a reputable consulting firm for grant writing, and, if funded, for administration services, for a FY2020 CDBG project. The purpose of the project is to provide rehabilitation of housing, construction of a public facility and/or the construction and maintenance of a neighborhood center. .

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

- 1) History of firm and resources**
- 2) CDBG/EIP 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, see attached.**
- 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 Riceboro 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 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 December 22nd** . Proposals received after the above date and time will not be considered. The City of Riceboro 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:

The City of Riceboro CONTACT: D. Attical

The City of Riceboro ADDRESS: POB 269 Riceboro, GA 31313

Phone: 912-884-2986 et 508

Email: dattical@cityofriceboro.org

