

**CITY OF ASHBURN
REQUEST FOR PROPOSALS
ADMINISTRATIVE & RELATED GRANT SERVICES**

DATE: DECEMBER 29, 2023

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 Federally Assisted Projects. 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 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.

Plans are to contract, within a year from the date of this notice, with a reputable consulting firm for grant writing, and, if funded, for administration services, for federally funded projects related to community and economic development. This procurement could include Community Development Block Grants (CDBG) (including Mitigation (MIT) and Disaster Recovery (DR)), Employment Incentive Program (EIP) Projects, Georgia Environmental Finance Authority (GEFA) Projects, Economic Development Administration (EDA) Projects, American Rescue Plan Act (ARPA) State Fiscal Recovery Fund (SFRF) Projects, and any other federally funded project in compliance with 24 CFR 570.489(g). This procurement action may also lead to additional project contracts and/or contract addendums for grant writing and administration services, for State and Federally funded projects. This is **not** a request for retainer services. Immediate plans call for services to assist the city with the application for CDBG funds, and if funded, grant administration services. Submitting firms will be re-considered, on a project-by-project basis, should future federally funded opportunities arise in the next 24-month period from the date of this notice. The immediate proposed project is to provide water, sewer, streets and/or drainage improvements.

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**

The immediate project is subject to Federal and State contract provisions prescribed by the Georgia Department of Community Affairs and/or other federal agencies listed above. The immediate 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. Future federal projects may not require Section 3 compliance.

The City of Ashburn 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.

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 **4:00 PM** on **JANUARY 30, 2024**. 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) can be made by contacting Amanda Hill at ahill@cityofashburn.net or by calling (229)567-3431. Proposal packages should be submitted to the name and address listed below:

CITY OF ASHBURN
Attn: Daryl Hall
P.O. Box 766
259 East Washington Ave.
Ashburn, GA 31714



The sealed envelope shall be clearly marked **“FY2024 CDBG – Grant Administration SOQ”**