

**RFP #21-003**  
**CITY OF GLENNVILLE**  
**REQUEST FOR PROPOSAL**  
**FOR ADMINISTRATIVE & RELATED GRANT SERVICES**

Date: October 1, 2020

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 Glennville plans to contract with a reputable consulting firm for grant writing, and if funded, for administrative services for a FY'21 CDBG. The purpose of the project is to provide sewer infrastructure 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 the 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.

*City of Glennville 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 P.M. on Monday, November 2, 2020**. Proposals received after the above date and time may not be considered. The City of Glennville reserves the right to accept or reject any and all proposals and to waive informalities in the proposal process. Questions, Completed Proposals and Section 3 Certification Form requests (i.e., request for Section 3 preference), should be submitted to the name and address listed below:

**CLIENT CONTACT: Amy W. Murray, City Manager**  
**CLIENT: City of Glennville**  
**ADDRESS: 134 S. Veterans Boulevard, Glennville, GA 30427**  
**PHONE: (912) 654-2461**  
**E-MAIL: [citymanager@cityofglennville.com](mailto:citymanager@cityofglennville.com)**



**RFP #21-003**  
**Grant Administration**  
**Statement of Qualifications**

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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 of these types 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.

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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 of Glennville'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  
**(Signature)**  
States that he/she is the \_\_\_\_\_ of \_\_\_\_\_  
**(Title)** **(Name of Firm)**  
and that answers to the foregoing questions and all statements herein contained are true and correct.

**RFP #21-003  
Grant Administration  
Rating Criterion**

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**CONTACT:** \_\_\_\_\_

**NAME OF FIRM:** \_\_\_\_\_

**FIRM ADDRESS:** \_\_\_\_\_

*Evaluate the Grant Administration Firm based on the points assigned to each of the following selection criterion:*

**Consultant's knowledge of CDBG guidelines and regulations. Years of experience**

- 0 → No Experience.
- 1 → One to five years of combined experience with CDBG and other federal programs.
- 2 → Six or more years of combined experience with CDBG and other federal programs.

**Capacity to complete scope of work.**

- 0 → Concerns administrator does not have organizational capacity to complete scope of work.
- 1 → Administrator has average organizational capacity to complete scope of work.
- 2 → Administrator has exceptional organizational capacity to complete scope of work.

**Consultant's past performance. Check references.**

- 0 → Reference information is incomplete.
- 1 → Three or less References are listed, with average recommendations.
- 2 → More than three references are listed, with strong recommendations.

**Consultant's experience in administration of this type of project.**

- 0 → Administrator has not completed a project of this type.
- 1 → Administrator has completed one to five projects of this type.
- 2 → Administrator has successfully completed six or more projects of this type.

**Consultant's current workload.**

- 0 → Administrator has more work than they can handle.
- 1 → Administrator has some difficulty managing their current workload.
- 2 → Administrator has demonstrated they can handle their projected workload.

**Consultant's fee \$\_\_\_\_\_.**

- 0 → Fees are high, services do not appear to be a good value for the dollar.
- 1 → Fee is normal, services do not appear to be a good value for the dollar.
- 2 → Fee is normal, services appear to be a good value for the dollar.

**NAME:** \_\_\_\_\_

**TOTAL POINTS:** \_\_\_\_\_

**DATE OF REVIEW:** \_\_\_\_\_