

**NOTICE TO PUBLIC
REQUEST FOR PROPOSALS
PROGRAM ADMINISTRATION**

The City of Foley is soliciting proposals from qualified firms and individuals interested in providing professional services related to the preparation and implementation of a Community Development Block Grant. The purpose of this project is to apply for grant funding for playground improvements at the Aaronville Park.

PROGRAM ADMINISTRATION: Tasks shall include, but not be limited to, preparation of a grant application to be submitted to the Alabama Department of Economic and Community Affairs (ADECA), and then, if the grant is awarded by ADECA, the preparation of an environmental review record; preparation of all necessary documents to remove grant conditions; preparation of requests for state funds to ensure consistency with all Federal and State Accounting procedures; establish and maintain project files; monitor program progress; monitor compliance with all applicable Federal and State requirements; assist with the preparation of bid and contract documents; and preparation of all reports as required by ADECA inclusive of preparation of close-out documents for submission to ADECA upon project completion. All applicants must submit their qualifications, list any prior experience with Community Development Projects in the State of Alabama, list any experience with other federally funded projects, and list any previous experience with the City of Foley. All applicants must include a lump sum fee for all services to be provided from project initiation through project close-out.

Proposals will be rated according to the following criteria:

1. Experience with the Community Development Block Grant Program-30 points
2. Professional qualifications-20 points
3. Knowledge and familiarity with the community-20 points
4. Experience with Federally funded projects-20 points
5. Cost of services to be provided-10 points

These proposals are being requested in accordance with Circular A-102, Attachment O, issued by the Office of Management and Budget, and the "modified" Common Rule as adopted by the State of Alabama. A contract will be awarded to the qualified applicant whose proposal is determined to be the most appropriate. The City of Foley reserves the right to reject any or all proposals, and to waive any irregularities or informalities in the proposal process.

Envelopes containing proposals must be sealed and labeled on the outside as follows: "Proposal for Program Administration, CDBG Aaronville Playground Project" and may be hand delivered or mailed to Ms. Logan Eberly, Grants Administrator, P.O. Box 1750 or 407 East Laurel Street, Foley, AL 36536. All proposals shall contain original signatures, facsimile copies will not be accepted. Proposal must be received no later than 4:00 p.m. on Wednesday, June 24, 2020. All proposals will be evaluated and an award decision will be made by the City Mayor and Council.

The City of Foley is an Equal Opportunity Employer and encourages the participation of women and minority owned businesses and Section 3 qualified contracts in all project contract procurements.

John Koniar, Mayor
City of Foley

INSTRUCTIONS TO NEWSPAPER:

1. Please publish one time in the Legal Section of **The Onlooker, The Courier and The Islander on Wednesday, June 17, 2020.**
2. Send the invoice and the Affidavit of Publication to:

Logan Eberly
City of Foley
Grants & Special Agreements Administrator
407 East Laurel Avenue
PO Box 1750
Foley, AL 36536
(P) 251-970-1867 (F) 251-952-4014
leberly@cityoffoley.org