

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

24-017

Date: **June 3, 2024**

Statements of qualifications and proposals are being requested from consultants with a strong record in successfully assisting local governments with the implementation of Federally Assisted Projects. Responding firms should be qualified to provide grant writing, grant administration, and related services for projects utilizing federal funds.

Plans are to contract, within a year from the date of this notice, with a reputable consulting firm for grant writing and administration services for Federally Funded Projects related to community and economic development. This procurement could include Community Development Block Grants (CDBG), Redevelopment Fund Projects (RDF), Community Housing Improvement Program (CHIP), Home Investment Partnerships Program (HOME), Employment Incentive Program (EIP) Projects, Economic Development Administration (EDA) Projects, and any other federally funded project in compliance with 24 CFR 570.489(g).

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 funding agency monitoring visits; 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.

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. This is **not** a request for retainer services. Immediate plans call for services to assist with the preparation and administration of a Community Development Block Grant Project for water, sewer and drainage improvements. All firms submitting will be re-considered, on a project-by-project basis, should future federally funded opportunities arise in the next 24-month period from date of this notice.

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

- 1) History of firm and resources**
- 2) Federal Funds Grant Writing & Administration Experience, including HUD, EDA, etc.**
- 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 – percentage for administration is acceptable.**
- 8) Statement of Qualifications Form**
- 9) Section 3 Certification Form for HUD assisted projects, 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 Griffin 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.*

Interested parties should request copies of the Statement of Qualifications Form and Section 3 Certification Form prior to preparing and submitting their proposal. Proposals should be received no later than **2:00 PM on July 3, 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 and proposal packages should be submitted to the name and address listed below:

**Michelle Haynes, Interim Planning & Development Director**  
**City of Griffin**  
**P.O. BOX T**  
**Griffin, GA 30224**  
**Phone: (770) 233-4130**  
**Email: [mhaynes@cityofgriffin.com](mailto:mhaynes@cityofgriffin.com)**

