

CITY OF GUYTON, GEORGIA
REQUEST FOR QUALIFICATIONS AND PROPOSALS
GRANT WRITING AND ADMINISTRATIVE SERVICES

The City of Guyton is requesting statements of qualifications and proposals from consultants with a strong record or qualifications in the writing, development, planning, and administration of Federal Community Development Block Grant (CDBG) Programs. The City of Guyton is considering applying for a 2022 CDBG Grant. Responding firms should be qualified to provide the above stated services for a period of 2 to 3 years.

This procurement action may also lead to additional contracts and/or contract addendums for planning, writing, administrative and other related services. All contracts are subject to Federal and State contract provisions prescribed by the Georgia Department of Community Affairs. This project is covered under the Section 3 requirements of the HUD Act of 1968.

The key elements to be considered in choosing a grant writer and administrator are as follows:

1. Willingness to assist with the development of the project application
2. Experience with Grant Programs that fund Economic Development, Public Facility, and/or Housing Activities
3. Key Personnel and Qualifications
4. Capacity of Organization
5. Current Workload
6. Level of Services Proposed
7. Mobility and Proximity to Project
8. Cost to prepare Grant Applications and Cost to provide Administrative Services, if funded

Proposers shall also cite examples of similar work in other communities and include references from within those communities.

The City of Guyton reserves the right to accept or reject any and all proposals and to waive informalities in the proposal process. The City of Guyton is an equal opportunity employer. Further in accordance with section 504 of the Rehabilitation Act of 1973, as amended. The City of Guyton does not discriminate based on handicapped status in the administration or operation of its programs.

All contracts are subject to Federal and State contract provisions prescribed by the Georgia Department of Community Affairs. All projects must comply with Section 3 of the HUD Act of 1968, as amended. Section 3 Businesses are encouraged to apply. The City of Guyton 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 I; 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.

For consideration, interested firms must submit three (3) copies of a qualification statement, proposal and completed Section 3 forms (if applicable) no later than 5:00 p.m. on Monday, January 31, 2022. Questions regarding this RFP should be directed to Ms. Meketa Brown at 912-772-3353 or via email to meketa.brown@cityofguyton.com. All Qualification Statements, Proposals and Section 3 forms (if applicable) should be submitted to the following:

Grant Writing and Administration Proposal
Attn: Ms. Meketa Brown
City Manager
310 Central Boulevard
Guyton, GA 31312

