

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

Date: November 9, 2023

Statements of qualifications and proposals are being requested from consultants with a strong record in successfully assisting local governments with grant writing for implementation of a FY 2023 Southeast Crescent Regional Commission – State Economic and Infrastructure Development program. 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 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.

*The City of Brooklet* plans are to contract with a reputable consulting firm for grant writing, and, if funded, for administration services, for a **FY 2023 SCRC-SEID** project. The purpose of the project is to provide **Hwy 80 Water Extension**.

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

- 1) History of firm and resources,**
- 2) Experience, including other 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 associates with grant writing, and grant administration, if the project is funded,**
- 8) Statement of Qualifications Form, and**
- 9) Application Section 3 Certification Forms, if claiming Section 3 Status.**

All contracts are subject to Federal and State contract provisions prescribed by the Southeast Crescent Regional Commission. This project is covered under the requirements of Section 3 of the HUD Act of 1968, as amended and Section 3 Business Concerns are encourages to apply.

*The City of Brooklet 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 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, and requirements of the 2008 Farm Bill.*

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 **5:00pm on December 13, 2023**. Proposals received after the above date and time may not be considered. We reserve the right to accept or reject any and all proposal 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), proposal packages should be submitted to the name and address listed below:

***CLIENT CONTACT***

***City of Brooklet***

***104 Church Street***

***P.O. Box 67***

***Brooklet, Georgia 30415***

**[lori.phillips@brookletga.us](mailto:lori.phillips@brookletga.us)**

