



CITY OF BLUE RIDGE MAYOR AND COUNCIL

REQUEST FOR QUALIFICATIONS

FOR AN

CONSULTANT WITH SIGNIFICANT EXPERIENCE

IN

GRANT WRITING, GRANT ADMINISTRATION,

AND RELATED SERVICES

DATE RFQ RELEASED – August 22, 2018

General

The City of Blue Ridge is issuing this Request for Qualifications (RFQ) to consultants with significant successful experience in assisting local governments with obtaining funding through grants and all related matters for the implementation of Federally Assisted Projects. Responding firms should be proficient in grant writing, grant administration, and related services for projects utilizing federal funds.

Scope of Work

Plans are to contract, within a year from the date of this notice, with a consulting firm for grant writing and administration services for an Employment Incentive Program (EIP) application. Current needs include services to assist with the preparation and, if awarded, administration of an Employment Incentive Program (EIP) grant application related to sewer system improvements to support a local economic development project. This procurement action may also lead to additional project contracts and/or contract addendums for planning, administrative and other related services.

PROPOSAL FORMAT

All proposing consultants shall submit an original and four copies of their qualifications that include the following information and documents in this order:

Cover

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Qualifications

- Brief history and organization of the firm, location of relevant offices, number of years the company has been in existence, and the company's specific experience with Federally Assisted Projects. During the scoring process for each project, the City of Blue Ridge will weigh experience with the specific grant program heavily.
- Resumes of key personnel that will be working on projects for the City of Blue Ridge, their grant writing experience, and experience with administering state and federally funded projects.
- Listing of consultant team members that are not part of the company that will be a part of this project (if any) and their relevant experience.
- At least five references from counties or cities that the company has recently (five years) assisted with federally funded projects and the project's outcomes. List contact names and contact information for each reference.

Scope and Methodology

- Scope and level of grant writing and administering services proposed.

- Methodology and approach to administering the project, if funded.

Ability to Complete the Project

- Statement of current workload and availability for this project.
- Statement of the company's financial strength to perform the project.
- Statement concerning any previous projects that the firm was unable to complete, unable to complete in a timely manner, or unable to complete as budgeted in the last ten years.
- Statement of any previous, existing, or pending litigation of the company.

Fees

- Fees to be charged for grant pre- and/or full application development – listed by grant program.
- Fees for grant administration services to be charged should the City be awarded the grant – services should be percentage based, hourly, or fixed amount as appropriate for each grant program.
- Proof that the firm is authorized to do business in the State of Georgia.

Section 3

- Section 3 Certification Form, if claiming a preference.

EVALUATION CRITERIA

The City of Blue Ridge shall at its sole discretion select the most qualified firm(s) for each project, based on the best value evaluation of the following criteria:

- Relevance and amount of previous grant writing and administration experience (extra consideration will be given for experience with the Employment Incentive Program (EIP));
- Prior experience working with local governments in Georgia;
- Prior experience working with State or Federal agencies;
- Established track record for successful grant awards;
- Scope and level of services;
- Approach to administering the project;

- Demonstrated capacity to complete assignments and manage complex projects;
- Cost effectiveness of proposed remuneration schedule.
- Section 3 preference

GENERAL TERMS AND CONDITIONS

There are no expressed or implied obligations for the City of Blue Ridge to reimburse responding companies for any expenses incurred in preparing proposals in response to this RFQ.

The City reserves the right to request clarifications regarding information submitted as well as request additional information from one or more companies submitting qualifications.

By submitting qualifications, a company certifies that it has fully read and understood this RFQ and has full knowledge of the nature, scope, quantity and quality of the work to be performed; the detailed requirements of the services to be provided and the conditions under which the services are to be performed. Failure to do so will not relieve the successful proposing company of their obligation to enter into a contract and to completely perform the contract in strict accordance with this RFQ.

Any proposal submitted shall constitute an irrevocable offer for a period of 120 calendar days.

Ownership of all data, materials, and documentation prepared for and submitted in response to this RFP shall belong exclusively to the City of Blue Ridge and may be considered a public record and subject to public inspection in accordance with the Georgia Open Record Act, O.C.G.A. 50-18-70 et. seq. unless otherwise provided by law.

The City reserves the right to reject any or all proposals, call for new proposals, to waive any informalities in a proposals, or to award a contract to the next most qualified company if the selected company does not execute a contract within 30 days after notification of the award. The City reserves the right to accept, reject and/or negotiate any and all proposals or parts of proposals deemed by the Council to be in the best interest of citizens of the City of Blue Ridge.

The contract between the City and the successful proposing company will be on the form approved by the City.

This RFQ and any resulting contract shall be governed in all respects by the laws of the State of Georgia and the successful proposing company shall comply with all applicable federal, state, and local laws and regulations.

By submitting their qualifications, all proposing companies certify that their proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other person or party in connection with their proposals, and that they have not conferred on any City of Blue Ridge employee having official responsibility for this procurement transaction of any payment, loan, subscription, advance, deposit of money, services, or anything of value of more than nominal value, present or promise, unless consideration of substantially equal or greater value was exchanged.

The proposing companies specifically certify that submitting their qualifications that they are not in violation of O.C.G.A. 16-10-2 and 16-10-22 for acts of bribery, and/ or conspiracy in restraint of free and open competition in transactions with state or political subdivisions.

By submitting their qualifications, all proposing companies certify that they are not currently debarred from submitting bids or proposals on contracts by any agency of the State of Georgia and the federal government, nor are they an agent of any person or entity that is currently debarred from submitting bids on contracts by any agency of the State of Georgia or the federal government.

ASSIGNMENT

The successful proposer shall not assign or transfer any interest in the contract or subcontract any part of the contract without prior written approval of the City of Blue Ridge.

INQUIRIES ABOUT THIS RFQ

All inquiries and questions regarding this RFQ shall be in writing and directed to:

Kelsey Ledford, City Clerk_
kledford@cityofblueridgega.gov

The deadline for submission of any questions shall be **Friday, September 7, 2018** at 5:00 p.m and no questions shall be answered until after the deadline has elapsed. Do not call or email any employee or elected official seeking answers to questions. If a person or entity violates the prohibition against calling or emailing with questions, the City of Blue Ridge reserves the right to immediately remove said person or entity from consideration. Questions and answers will be distributed to all interested parties through a formal written addendum to the RFQ prior to the submittal deadline. All addendums will be posted on the city's web site, www.cityofblueridgega.gov.

QUALIFCATIONS SUBMITTAL

Qualifications are due no later than **2:00 p.m. on Friday, September 21, 2018**. An original and four (4) copies of the proposal must be enclosed in a sealed envelope clearly marked, "Qualifications for Consultant for Grant Services." All proposals must be delivered to the City of Blue Ridge City Hall Attn: Kelsey Ledford, City Clerk, 480 West First Street, Blue Ridge, Georgia 30513 by the deadline date and time. A representative of the City of Blue Ridge government will publicly read the names of the companies submitting qualifications at **2:05 p.m. on Friday, September 21, 2018**. Any proposals received after the deadline date and time will be returned unopened. Incomplete proposals may not be considered if the omissions are determined to be significant.

OTHER INFORMATION

Once an consultant is selected for a project and administration fee negotiated, that fee will be included in the application's budget. Although fund obligations cannot be made before the official award of the grant, a contract with the selected consultant will be executed upon release

of funds by DCA after the grant award.

The Employment Incentive Program (EIP) is funded through HUD's CDBG program as administered by the Georgia Department of Community Affairs. HUD projects are covered under the requirements of Section 3 of the HUD Act of 1968, as amended and Section 3 Business Concerns are encouraged to apply.

The City of Blue Ridge 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.