

REQUEST FOR QUALIFICATIONS AND PROPOSALS **ADMINISTRATIVE & RELATED GRANT SERVICES**

Date: September 24, 2025

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 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.

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 Grant (CDBG), Redevelopment Fund Projects (RDF), Employment Incentive Program (EIP), Economic Development Administrations (EDA) Projects, Southeast Crescent Regional Commission (SCRC) Projects, and any other federally funded project in Compliance with 2 CFR 200 for Procurement. 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 a retainer of services. Immediate plans call for services to assist with the preparation and administration of a FY2026 CDBG. All firms submitting will be reconsidered, on a project-by-project basis, should future state and federally funded opportunities arise within the next 2-3-year period.

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) **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 associated with grant writing, and grant administration, if the project is funded.**
- 8) **Statement of Qualifications Form**
- 9) **Application Section 3 Certification forms, if claiming Section Status**

All contracts are subject to Federal and State contract provisions prescribed by the Georgia Department of Community Affairs and/or other federal agencies. This 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.

City of Lyons 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; and the Build America, Buy America Act (BABA).

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 **5:00 PM on October 27, 2025**. 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, Statement of Qualifications and Section 3 Certification form requests and proposal packages should be submitted to the name and address listed below:

Jason Hall, City Manager
City of Lyons
161 NE Broad Street
Lyons, GA 30436
jhall@lyonsga.org

