

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

Statements of qualifications and proposals are being requested from consultants with a strong record in successfully assisting local governments with implementation of the Community HOME Investment Program (CHIP). Responding firms should be qualified to provide grant administration and related services including, but not limited to: Preparation of the Environmental Review Record; Preparation of draw/disbursement requests; Assistance with the 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 the preparation of bid documents, advertising and conducting the bid opening; Assisting the applicant/grantee with Davis-Bacon and related labor requirements including weekly payroll review and employee interviews; Assisting the applicant/grantee with meeting Affirmatively Furthering Fair Housing (AFFH) requirements; and Preparation of close-out documents.

CITY OF THOMASTON plans are to contract with a reputable consulting firm for grant administration services for an FY2026 CHIP project. The purpose of the project is to provide CONSTRUCTION OF ATTAINABLE SINGLE-FAMILY HOUSING UNITS WITHIN THE NORTHEAST THOMASTON URBAN REDEVELOPMENT AREA.

Information that should be submitted for our evaluation is as follows:

- 1) History of the firm and resources**
- 2) HOME/CHIP/CDBG experience, including other DCA grant programs**
- 3) Capacity to complete the 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) Applicable Section 3 certification forms, if claiming Section 3 Status**

All contracts are subject to Federal and State contract provisions prescribed by the Georgia Department of Community Affairs. 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.

The CITY OF THOMASTON also abides by the following laws as they pertain to HUD-Assisted Projects: Title VI of the Civil Rights Act of 1964; Title II of the Cranston-Gonzalez National Affordable Housing Act, 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.

Proposals should be received no later than **5:00 PM on 30 DAYS AFTER PUBLICATION.**

Proposals received after the above date and time will not be considered. The CITY OF THOMASTON reserves the right to accept or reject any and all proposals and to waive informalities in the proposal process. Questions and completed proposals should be submitted to the name and address listed below:

MR. TAYLOR J. SMITH (ECONOMIC DEVELOPMENT DIRECTOR)

106 E. LEE STREET THOMASTON, GA 30286/706-601-4520/TSMITH@CITYOFTHOMASTON.COM