

**CITY OF CENTERVILLE, GEORGIA  
REQUEST FOR QUALIFICATIONS AND PROPOSALS  
FOR PLANNING, ADMINISTRATION AND RELATED SERVICES**

The City of Centerville is considering requesting funds from the Georgia Department of Community Affairs Fiscal Year 2021 Community HOME Investment Program (CHIP). The City of Centerville is requesting statements of qualifications and proposals from **CONSULTANTS** with a strong record or qualifications in the development, planning, and administration of the Community HOME Investment Program (CHIP). Responding firms should be qualified to provide the above stated services for a period of 2 to 3 years.

The City of Centerville plans to contract with a reputable consulting firm for grant writing, and, if funded, for administration services, for a 2021 Community HOME Investment Program (CHIP) grant. This 2021 procurement action may also lead to additional contracts and/or contract addendums for planning, design, administrative and other related services. All contracts are subject to Federal and State contract provisions prescribed by the Georgia Department of Community Affairs.

**INTERESTED QUALIFIED FIRMS MAY SUBMIT QUALIFICATION STATEMENTS TO PROVIDE THESE SERVICES.**

Criteria for evaluation includes:

- 1) willingness to assist with the development of the project applications
- 2) CHIP housing program grant experience, including references of successful completed CHIP programs.
- 3) key personnel and CHIP qualifications
- 4) capacity of organization
- 5) current workload
- 6) level of services proposed
- 7) mobility and proximity to project
- 8) 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 Centerville reserves the right to accept or reject any and all proposals and to waive informalities in the proposal process. The City of Centerville is an equal opportunity employer. Further in accordance with section 504 of the Rehabilitation Act of 1973, as amended. The City of Centerville does not discriminate on the basis of handicapped status in the administration or operation of its programs. This project is covered under the requirements of Section 3 of the HUD Act of 1968.

*The City of Centerville 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 their proposals no later than December 7, 2020 by 4:00 p.m. Proposals submitted after the above date may not be accepted. Questions and proposals pertaining to this action shall be submitted to the following:

Kate Hogan  
Director of Economic Development  
City of Centerville  
300 E. Church Street  
Centerville, Georgia 31028  
478-953-4734

PLEASE WRITE CHIP PROPOSAL STATEMENT ON THE EXTERIOR OF THE ENVELOPE.

