



**We Build...
Homes
Communities
and Hope**



P.O. Box 646 * Lawrenceville, GA 30046 * Office: 770-931-8080

FOUNDED 1988

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Brent S. Bohanan

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Request for Proposals Administrative & related grant services

December 9, 2020

Statements of qualifications and proposals are being requested from consultants with a strong record in successfully assisting non-profit and/or local governments with grant 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 financial administration of grant funds and record keeping; assistance with public hearings, if applicable; assistance with any required acquisition following the Uniform Relocation Assistance and Real Property Acquisition Act (URA) if applicable; assistance with contractor procurement; assistance with Davis-Bacon and related labor requirements including weekly payroll review and employee interviews if applicable; preparation of project pre-set up and set-up documents; assistance with affirmatively furthering fair housing (AFFH) requirements; and preparation of close-out documents. This is a Section 3 contract opportunity.

If funded by the CHIP grant, Gwinnett Habitat for Humanity plans to contract with a reputable consulting firm for grant administration services for the FY2021 CHIP project. The purpose of the project is to build affordable homes to be sold to eligible low-income families in the city of Monroe, Georgia.

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

1. History of firm and resources
2. HOME/CHIP/CDBG experience, including other DCA 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 associated with 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.

Gwinnett Habitat for Humanity, Inc. 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 Friday, January 8, 2021. 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 (request for Section 3 preference), and proposal packages should be submitted to the name and address listed below:

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