

**CITY OF LEESBURG**  
**107 Walnut Avenue, North | P.O. Box 890**  
**Leesburg, GA 31763**  
**(229) 759-6465**

**Date: March 11, 2024**

**REQUEST FOR PROPOSALS FOR GRANT ADMINISTRATION SERVICES**  
**CDS/CPF State and Tribal Assistance Grants (STAG)**  
**Sewage and Clean Water Infrastructure Project**

The City of Leesburg is requesting qualifications and proposals for selection of Grant Administrator to provide post-award services for a sewer infrastructure project funded by the FY 2023 Congressionally Directed Spending (CDS)/Community Project Funding (CPF) Grants Program for Water Projects. Post-award services will include but are not limited to: assistance with financial administration of grant funds and record keeping, public hearings, required acquisition following the Uniform Relocation Assistance and Real Property Acquisition Act (URA), Davis Bacon and related labor requirements; preparation of disbursement requests, reporting and close-out documents through the USEPA, and oversight to ensure program compliance. Statements of qualifications and proposals are being requested from Grant Administrators with a strong record in successfully assisting local governments in the administration of Federally Assisted Projects. Responding firms should be technically qualified to provide these services.

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

- 1) History of firm and resources
- 2) Federal Funds Engineering Experience, including STAG/CDBG/EIP/RDF/GEFA/USDA/ARPA, 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 and/or Percentages for Grant Administration Services
- 9) Statement of Qualifications Form

Interested parties should request copies of the Statement of Qualifications Form and Scoring Criteria prior to preparing and submitting their proposal. Proposals should be received no later than **4:00 PM on April 12, 2024**. No proposals will be accepted after this time and date. Digital/emailed copies will not be accepted. Proposals mailed to or received at any location other than the below address will not be accepted. The City of Leesburg reserves the right to accept or reject any and all proposals and to waive informalities in the proposal process. Questions can be made by contacting Bob Alexander, City Manager, at [bob.alexander@cityofleesburgga.com](mailto:bob.alexander@cityofleesburgga.com) or by calling (229) 759-6465. Proposal packages should be submitted to the following:

**Attn: Bob Alexander, City Manager**  
**City of Leesburg**  
**107 Walnut Avenue, North | P.O. Box 890**  
**Leesburg, GA 31763**

The sealed envelope shall be clearly marked "**Grant Administration SOQ**". Disadvantage Business Enterprises (DBE) are encouraged to apply.

**CITY OF LEESBURG  
GRANT ADMINISTRATION STATEMENT OF QUALIFICATIONS**

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

1. Years in business in present form:: \_\_\_\_\_

2. Firm's history and resource capability to perform required services: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

3. Titles, names, and addresses of all officers: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

4. List up to five (5) projects which demonstrate skills to be used on this project.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

5. If you were awarded the administration on this project, what would your fee for grant administration services be (*fees can be expressed in percentages, but all agreements will be lump sum amounts*)?

\_\_\_\_\_

6. Describe the organizational capacity to complete all necessary grant administration activities, including experience of all employees who will be or may be assigned to this project?

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7. List three (3) references for the Firm.

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**CITY OF LEESBURG**  
**GRAND ADMINISTRATION QUALIFICATION EVALUATION FORM**  
**CDS/CPF for Sewage and Clean Water Infrastructure Project**

NAME OF FIRM: \_\_\_\_\_

FIRM ADDRESS: \_\_\_\_\_

Evaluate the Grant Administrator and/or Grant Administration Firm based on the points assigned to each of the following selection criterion. Scoring of RFPs will be as follows:

Poor 1	Fair 2	Good 3	Excellent 4
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<b>CRITERION</b>	<b>POINTS ASSIGNED</b>
1. Administrator and/or Administrator Firm's knowledge of grant guidelines and regulations.	_____
2. Administrator and/or Administrator Firm's capacity to complete the scope of work.	_____
3. Administrator and/or Administrator Firm's knowledge of the community.	_____
4. Administrator and/or Administrator Firm's staff expertise.	_____
5. Administrator and/or Administrator Firm's experience with Federal Grant projects?	_____
6. Reasonableness of fees associated with Grant Administration services	_____
<b>TOTAL SCORE</b>	_____

COMMENTS:  
 \_\_\_\_\_  
 \_\_\_\_\_

Name of Reviewer: \_\_\_\_\_ Date of Review: \_\_\_\_\_