

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

The City of Americus is considering requesting funds from the Georgia Department of Community Affairs Fiscal Year 2023 Community HOME Investment Program (CHIP). The City of Americus 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.

This 2023 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. This project is covered under the Section 3 requirement of the HUD Act of 1968.

**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) CDBG housing and CHIP housing program grant experience, including references of successful completed CDBG and CHIP programs.
- 3) key personnel and CDBG 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 Americus reserves the right to accept or reject any and all proposals and to waive informalities in the proposal process. The City of Americus is an equal opportunity employer. Further in accordance with section 504 of the Rehabilitation Act of 1973, as amended. The City of Americus 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 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 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.*

For consideration, interested firms must submit their proposals no later than November 28, 2022 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:

Sierra Harvey, City Clerk  
City of Americus  
1404 E. Forsyth Street  
Americus, GA 31709  
229-924-4411 Ext 244

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

