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

The City of Perry is requesting statements of qualifications and proposals from consultants with a strong record in successfully assisting local governments with the implementation of Federally Assisted Projects. Responding firms should be qualified to provide grant writing, grant administration, and related services for projects utilizing federal funds. The City plans to contract with a consulting firm for grant writing and administration services for a 2027 Community Home Improvement Program (CHIP). Responding firms should be qualified to provide the above stated services for a period of 2 to 3 years.

This 2027 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.

The City of Perry reserves the right to accept or reject any and all proposals and to waive informalities in the proposal process. The City of Perry is an equal opportunity employer. Further in accordance with section 504 of the Rehabilitation Act of 1973, as amended. The City of Perry does not discriminate on the basis of handicapped status in the administration or operation of its programs.

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 December 21, 2026, by 4:00 p.m. Proposals submitted after the above date will not be accepted. Proposals should be mailed or hand-delivered by this date in a sealed envelope. Questions and proposals pertaining to this action shall be submitted to the following:

Justin Kilgore, Community Development Director
City of Perry
P.O. Box 2030
Perry, GA 31069
Office 478.988.2720
justin.kilgore@perry-ga.gov

PLEASE WRITE CHIP PROPOSAL STATEMENT ON THE EXTERIOR OF THE ENVELOPE

