



TOWN OF SMYRNA REQUEST FOR QUALIFICATIONS CDBG GRANT ADMINISTRATIVE SERVICES

The Town of Smyrna requests Statements of Qualification from qualified firms to provide Administrative Services for the Town of Smyrna's proposed FY 2019 Community Development Block Grant (CDBG) Project(s). The Town of Smyrna is requesting assistance in the determination and design of community development project(s), grant application preparation, and grant administration upon funding. Proposals must be submitted no later than 2:30 p.m., CST January 2, 2019. They must be either mailed or delivered to: Rex S. Gaither, Town of Smyrna, 315 South Lowry Street, Smyrna, TN 37167.

The Administrative Consultant will be responsible for implementing the Town's CDBG project(s) through closeout, The Administrative Consultant must carry out all activities in accordance with federal and state laws, regulations, and procedures of the CDBG Program.

For any questions regarding this project, contact Michael Strange, Director of Utilities, 615-459-9742 x2111 or email michael.strange@townofsmyrna.org.

All proposals should be submitted in a sealed envelope and marked with the following language: "**Statement of Qualifications for CDBG Administrative Services.**" Proposals will be evaluated on the following factors: Qualifications and Availability of Key Personnel (40 points), Experience (40 points), and the Scope or Services Available for performance (20 points). To be evaluated properly, the following must be addressed in detail: **Qualifications** – List of qualifications of persons to be assigned to project, **Experience** – Information regarding the firm's experience and the projects previously undertaken, including the type and amount of grants awarded, the project activities. **Scope of Services** – Summarize scope and type of services and administrative activities.

The Town of Smyrna is an Equal Opportunity Provider and Employer. The Town encourages Minority-owned Business Enterprises (MBEs) and Woman-owned Business Enterprises (WBEs) to submit proposals. Additionally, Section 3 of the Housing and Urban Development Act of 1968, as amended September 2, 1992, as a statutory provision per 24 CFR 135 of the federal regulations, requires that, to the greatest extent feasible, opportunities for training, employment, and contracting and other economic opportunities be given to low and moderate income residents of the project area. Section 3 also requires that, to the greatest extent feasible, contracts for work in

connection with the project be awarded to Section 3 eligible business concerns which are located in, or owned in substantial part, by persons residing in the project area.

The Town of Smyrna will award a contract to the qualified firm whose proposal has the highest number of cumulative points issued by the Town and determined to be the most advantageous to the Town. The contract will include scope and extent of work and other essential requirements. An individual contract will be executed for each funded project. The contract will be on a lump sum basis.