CITY OF BAINBRIDGE
REQUEST FOR PROPOSALS
ADMINISTRATIVE & RELATED GRANT SERVICES

Date: **November 4, 2026**

Statements of qualifications and proposals are being requested from consultants with a strong record in successfully assisting local governments with the implementation of Community Development Block Grant (CDBG) programs, Pipeline and Hazardous Materials Safety Administration (PHMSA) programs, and other State and Federally funded infrastructure projects. Responding firms should be qualified to provide grant administration and related services.

Plans are to contract within a year from the date of this notice, with a reputable consulting firm for grant writing and administration services for a FY2027 CDBG, FY 2027 PHMSA, and/or other State/Federally funded Projects related to community and economic development. This procurement could include Community Development Block Grant (CDBG), Pipeline and Hazardous Materials Safety Administration (PHMSA), Redevelopment Fund Projects (RDF), Community Housing Improvement Program (CHIP), Home Investment Partnerships Program (HOME), Employment Incentive Program (EIP), Economic Development Administrations (EDA) Projects, Southeastern Crescent Regional Commission (SCRC), United States Department of Agriculture (USDA) Projects, and any other State or Federally funded project in Compliance with 2 CFR 200 for Procurement. This procurement action may also lead to additional project contracts and/or contract addendums for planning, administrative and other related services for State and Federally funded projects. This is **not** a request for a retainer of services. Immediate plans call for services to assist with the preparation and administration of a 2027 CDBG and 2027 PHMSA Project related to public infrastructure improvements, including but not limited to, water infrastructure, sewer infrastructure, road and drainage infrastructure, natural gas infrastructure, and other public infrastructure activities. All firms submitting will be reconsidered, on a project-by-project basis, should future state and federally funded opportunities arise within the next 2-3 year period.

Information which should be submitted for our evaluation in tabbed sections as follows:

- **TAB 1: History of firm and resources**
- **TAB 2: State and Federal grant funded project experience, including CDBG/EIP experience, including other DCA grant programs**
- **TAB 3: Capacity to complete scope of work**
- **TAB 4: Current workload**
- **TAB 5: Scope and level of service proposed**
- **TAB 6: Experience with similar projects and list of references**
- **TAB 7: Statement of Qualifications Form, see attached.**
- **TAB 8: 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.

The City of Bainbridge also abides by the following laws as they pertain to Federally 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); the Architectural Barriers Act of 1968; Davis-Bacon and Federal Labor Standards, and the Build America, Buy America requirements established under the Infrastructure Investment and Jobs Act of 2021. All responding firms should be familiar with requirements associated with these laws and all requirements under 2 CFR 200.

Interested parties should request copies of the Statement of Qualifications Form prior to preparing and submitting their proposal. Section 3 parties should request Section 3 Certification Form prior to preparing and submitting their proposal. Proposals should be received no later than **5:00 pm on December 8, 2026**. 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 and proposal packages should be submitted to the name and address listed below:

Roy Oliver, City Manager
City of Bainbridge
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Bainbridge, GA 39818
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