REQUEST FOR PROPOSALS

**City of Port Gibson**

**2018 HOME Program**

**Application Preparation and Administrative Services**

The City of Port Gibson, Mississippi will accept sealed proposals from qualified firms to provide **Application Preparation and Administrative Services** for the City’s 2018 HOME Investment Act Partnership Program (HOME) Grant which will reconstruct or rehabilitate substandard housing units within the City.

The selected firm must have proven ability to effectively implement the rules and responsibilities related to the HOME – Homeowner Rehabilitation Program.

**1. APPLICATION PREPARATION and ADMINISTRATIVE SERVICES**

APPLICATION PREPARER: The Application Preparer/Administrator with the assistance of the City officials and their agents shall gather all information necessary to complete an application for HOME funding, in accordance with State HOME and HUD prescribed requirements. The factors to be considered in evaluation of proposals and their relative importance are set forth below.

Those desiring consideration should submit proposals by the time and date stated below and must include the following:

1. **Qualifications:** List of qualifications of each staff person to be assigned to the project (30 Points).
2. **Experience:** Information regarding the experience of the firm. This should include the types of projects undertaken (40 Points).
3. **Capacity for performance:** Identify the title of staff available to be assigned to provide services (30 Points).

Respondents will be evaluated according to the following factors:

1. Qualifications 30 Points
2. Experience 40 Points
3. Capacity of the Consultant 30 Points

The City of Port Gibson reserves the right to reject any all proposals. Interested parties must submit their qualifications for consideration by **June 15, 2018 by 2:00 p.m. CST.** Responses received after this time will not be considered.

**Proposals should be sent to:** City of Port Gibson City Clerk, ATTN: 2018 HOME RFP, 1005 College Street Port Gibson, MS 39150.

**Hand Delivered Response to this Request for Proposals shall be delivered to:** City of Port Gibson City Clerk ATTN: 2018 HOME RFP 1005 College Street Port Gibson, MS 39150.

**Fred Reeves, Mayor**