REQUEST FOR PROPOSALS

**Town of Utica**

**2020 HOME Program**

**Application Preparation and Administrative Services**

The Town of Utica, Mississippi will accept sealed proposals from qualified firms to provide **Application Preparation and Administrative Services** for the Town’s 2020 HOME Investment Act Partnerships Program (HOME) Grant which will reconstruct or rehabilitate substandard housing units within the Town. The selected firm must have proven ability to effectively implement the rules and responsibilities related to the HOME – Homeowner Rehabilitation Program.

**1. APPLICATION PREPERATION SERVICES**

APPLICATION PREPARER: The Application Preparer with the assistance of the Town 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.
2. **Experience:** Information regarding the experience of the firm. This should include the types of projects undertaken.
3. **Capacity for performance:** Identify the title of staff available to be assigned to provide services.

Respondents will be evaluated according to the following factors:

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

Interested parties must submit their qualifications for consideration by **April 3, 2020 by 12:00 p.m. CST.** Responses received after this time will not be considered.

**Proposals should be sent to:** Town of Utica, ATTN: 2020 HOME RFP, Post Office Box 335 Utica, MS 39175

**Hand Delivered Response to this Request for Proposals shall be delivered to:**

Town Clerk

Town of Utica

ATTN: 2020 HOME RFP

110 White Oak Street

Utica, MS 39175

**Kenneth Broome, Mayor**

**Town of Utica**