

**CITY OF PORT WENTWORTH**  
**REQUEST FOR QUALIFICATIONS AND PROPOSALS**  
**GRANT WRITING/ADMINISTRATIVE & RELATED GRANT SERVICES**

Date: December 18, 2024

Notice:

The following firms submitted proposals in accordance with the RFP requirements:

1. Gilbert & Associates, INC
2. Business Solutions Services, LLC
3. BerryDunn

Statements of qualifications and proposals are being requested 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.

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 Federally Funded Projects related to community and economic development. This procurement could include Community Development Block Grants (CDBG), Redevelopment Fund Projects (RDF), Community Housing Improvement Program (CHIP), Home Investment Partnerships Program (HOME), Employment Incentive Program (EIP) Projects, Economic Development Administration (EDA) Projects, and any other federally funded project in compliance with 24 CFR 570.489(g).

*The City of Port Wentworth 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.*

Interested parties should request copies of the Statement of Qualifications Form and Section 3 Certification Form prior to preparing and submitting their proposal. Proposals should be received no later than **2:00 PM on December 13, 2024**. Proposals received after the above date and time may not be considered. We reserve the right to accept or reject all proposals and to waive informalities in the proposal process. Questions and proposal packages should be submitted to the name and physical address, or email address listed below:

**City of Port Wentworth, GA**  
**7224 GA Hwy 21, Port Wentworth, GA 31407**  
**Attn: Scott Robider**  
**Srobider@portwentworthga.gov**

