

**REQUEST FOR QUALIFICATIONS**  
**CITY OF BIRMINGHAM**  
General Grant Writing and Proposal Services  
Community Development Block Grant – Disaster Recovery  
(CDBG-DR)

**INTRODUCTION**

The City of Birmingham, Alabama is soliciting documentation of qualifications for interested firms to create a proposal for a third round of Community Development Block Grant –Disaster Recovery (CDBG-DR grant). This grant will specifically detail strategies of resiliency for areas hardest hit by natural disasters. The City will review submittals displaying specific qualifications and experience in the area identified in this solicitation. For consideration, proposals for this project must contain evidence of the proposer’s experience and abilities in the specified area and other disciplines directly related to the proposed service.

**QUALIFICATIONS**

The Proposer must display to the complete satisfaction of the City that it has the necessary facilities, ability, and resources to provide the services specified herein in a satisfactory manner. The Proposer should also disclose a past history and references in order to satisfy the City in regard to the Proposer’s qualifications. The City may make reasonable investigations deemed necessary and proper to determine the ability of the proposer to perform the work, and the proposer shall furnish to the City all information for this purpose that may be requested. The City reserves the right to reject any offer if the evidence submitted by, or investigation of, the proposer fails to satisfy the City that the proposer is properly qualified to carry out the obligations of the potential contract and to complete to work therein.

Evaluations of the Proposer’s qualifications shall include:

- The ability, capacity, skill, and all other resources necessary to perform the work of provide the service require.
- The ability to perform the work or provide the service promptly or within the time specified, without delay or interference.
- The character, integrity reputation, judgment, experience, and efficiency if the proposer
- The quality of the performance of previous like contracts or services

**SCOPE OF WORK**

A. General Statement:

The City of Birmingham requests documentation of qualifications for providing grant writing services for a proposal in regard to a third round of Community Development Block Grant –Disaster Recovery (CDBG-DR grant).

B. Supporting Data:

Additional information on the projects that are currently planned can be found on the City’s website in the City’s Initial CDBG-DR Action plan. This can found at:

<http://www.informationbirmingham.com/community-development.aspx>

- C. Specifically, the City request the following services to be provided include the establishment of a written proposal to HUD in request of additional CDBG-DR funding for the purposes of enhancing the tornado impacted areas.

#### **TIMELINE**

It is expected that the proposal services will be executed by the end of October, 2014.

- RFQ Issued: September 12<sup>th</sup>, 2014
- RFQ Responses Due: September 26<sup>th</sup>, 2014
- Notification of Consideration: October 3<sup>rd</sup>, 2014

The City Reserves the right to make adjustments as needed to the above schedule

#### **QUESTIONS**

Please direct all questions to: [amber.courtney@birminghamal.gov](mailto:amber.courtney@birminghamal.gov)