

REQUEST FOR QUALIFICATIONS
City of Birmingham
Grant Reviewer

INTRODUCTION

The City of Birmingham, Alabama requires assistance with the review and evaluation of grants regarding proposed processes, planned activities, and the implementation of programs related to the Housing and Urban Development (HUD) Community Development Block Grant (CDBG) Program, Emergency Solution Grant (ESG) Program, HOME Investment Partnerships (HOME) Program, Housing Opportunities for Persons with AIDS (HOPWA) Program, Community Development Block Grant Disaster Recovery (CDBG-DR) Program, National Disaster Resilience Competition, and other related programs.

SCOPE OF WORK

The City of Birmingham is requesting qualifications from professionals that have successfully written grant proposals and served as reviewers in similar grant activities related to the Housing and Urban Development (HUD). 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:

- Verifiable skills, attributes, and expertise in areas related to HUD grant writing and reviewing.
- Verifiable experience reviewing grant applications and proposals in activities related to HUD grants and ability to recommend changes to enhance grant applications prior to official submission.
- The ability, capacity, skill, and all other resources necessary to perform the work or provide the service required.
- 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 of the proposer
- Experience reading, evaluating, and providing written and verbal critiques of multiple applications, which are detailed, objective, and constructive, in a timely manner for each assignment.

SCOPE OF WORK

A. General Statement:

The City of Birmingham requests documentation of qualifications for providing grant reviewing services for a proposal in regard the HUD National Disaster Resilience Competition and other competitive HUD related grants as may be required.

B. Supporting Data:

Additional information on the National Disaster Resilience Competition can be found on HUD's website. This can be found at:

<https://www.hudexchange.info/cdbg-dr/resilient-recovery/>

C. Specifically, the City requests the following services to be provided including the review of a written proposal to HUD in request of National Disaster Resilience Competition funding for the purposes of enhancing the tornado impacted area. The awarded individual/entity may also be used for future grant review services for competitive HUD related grants.

TIMELINE

It is expected that the proposal services will be executed by mid February, 2015.

- RFQ Issued: January 21st, 2015
- RFQ Responses Due: February 4th, 2015
- Expected Start Date: February 16th, 2015

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

QUESTIONS

Please direct all questions to: Erin.Johnson@birminghamal.gov