

The City of Pigeon Forge

Request for Proposals

Grant Administrative Services

The City of Pigeon Forge will be accepting proposals from qualified professional consultants for the following:

Provide grant administrative services for various federal and state funded grants for public infrastructure improvements including but not limited to State Revolving Fund (SRF), American Rescue Plan Act (ARPA) and American Recovery and Appalachian Regional Commission (ARC) Grants.

Proposals must be received by The City of Pigeon Forge by 3pm, ~~Thursday, November 28th, 2024.~~ **Due by 3pm Monday, December 2, 2024.** Proposals should be submitted to Earlene Teaster, City Manager in a sealed envelope to PO Box 1350, Pigeon Forge, TN 37863 (3221 Rena Street, Pigeon Forge, TN 37863). Proposals received after 3pm, Thursday, November 28th 2024 will not be considered.

The Consultant should be capable of providing any and all of the following services related to State or Federal Grant programs:

1. Project Selection
2. Public Notification & Involvement
3. Project Eligibility
4. Bidding Services
5. Contracts and Wages
6. Project Management
7. Financial Accounting Management and Reporting

Proposal Requirements

The proposal should demonstrate that the Consultant understands the intent and scope of the project, the character of the deliverables, the services required for their delivery and the specific tasks that must be performed while supplying these services. In addition, the Consultant should demonstrate qualifications necessary to successfully complete this project. To assist in the evaluation process, please include the following in the proposal. Introduction, Qualifications and Experience, Qualifications and Experience of Key Staff.

Consultant Selection Procedure

An evaluation committee will review each proposal based upon the following criteria:

1. Responsiveness to project description

2. Overall experience of the firm
3. Performance on similar projects
4. Specific experience of the proposed staff

All proposals should be marked with the following language: **Request for Proposals Grant Administrative Services. Proposals must be sealed and delivered to City Hall, 3221 Rena Street, Pigeon Forge, TN 37863. Mailing Address: PO BOX 1350, Pigeon Forge, TN 37863**

The City of Pigeon Forge is an Equal Opportunity Provider and Employer. The City of Pigeon Forge encourages Minority owned Business Enterprises (MBEs) and Women owned Businesses Enterprises (WBEs) to submit qualifications.

The City hereby notifies all bidders that in regard to any contract entered into pursuant to this advertisement, minority business enterprises will be afforded a full opportunity to submit bids in response to this invitation and shall not be discriminated against on the basis of race, religion, sex, age, national origin, or disability in consideration for an award.

The City of Pigeon Forge will award a contract to the consultant/s deemed most qualified to provide services as requested. The contract(s) will include scope and extent of work and other essential requirements.

The City of Pigeon Forge reserves the right to reject any and all proposals.

Questions may be directed to:

Eric Brackins

City of Pigeon Forge

Assistant City Manager

865-429-7423

ebrackins@cityofpigeonforgetn.gov

