CITY OF DUBLIN, GEORGIA
RFP # 26-1112-01
REQUEST FOR PROPOSALS (RFP)
PUBLIC NOTICE
FY2027 COMMUNITY HOME INVESTMENT PROGRAM (CHIP)

Grant Application Development and Administration Services

The City of Dublin, Georgia, is soliciting proposals from qualified individuals or firms to provide grant application development, administrative, and related services in connection with the City's anticipated application to the Georgia Department of Community Affairs (DCA) for funding under the Fiscal Year 2027 Community HOME Investment Program (CHIP). Responding firms should be qualified to provide application preparation and grant administration services over an anticipated project period of up to three years after award, subject to the DCA agreement and City authorization.

The City intends to seek funding for owner-occupied housing rehabilitation activities to assist eligible low- and moderate-income homeowners within the City of Dublin.

The selected consultant will be expected to assist with preparation and submission of the FY2027 CHIP application and, if funding is awarded, provide grant administration and program implementation services in accordance with applicable federal and state requirements and DCA guidelines.

Scope of Services

Services may include, but are not limited to:

1. Preparation and submission of the FY2027 CHIP application and all required supporting documentation.
2. Assistance with public participation, program planning, and applicable DCA requirements.
3. Development and implementation of required program policies and procedures.
4. Coordination of homeowner outreach, application intake, income verification, eligibility determinations, and required documentation.
5. Coordination of housing inspections, rehabilitation work specifications, cost estimates, contractor procurement, and construction oversight.
6. Preparation and maintenance of grant records, reimbursement requests, financial documentation, and required reports.
7. Environmental review coordination and compliance with applicable federal and state regulations.
8. Grant administration, program monitoring, and project closeout.

The selected consultant shall provide comprehensive administration and management of the CHIP program, subject to the City's required oversight and approval responsibilities.

Grant Application Deadline

The successful Consultant shall be responsible for preparing and submitting a complete FY2027 CHIP application to the Georgia Department of Community Affairs (DCA) no later than January 31, 2027, or such other date as may be established by DCA.

Evaluation Criteria

Proposals will be reviewed and evaluated by the City of Dublin based on the following criteria and corresponding point values:

Evaluation Criteria	Points
Experience successfully preparing and administering Georgia DCA CHIP grants, including housing rehabilitation program management and references from completed projects	35
Qualifications and experience of personnel assigned to the project	25

Organizational capacity, availability, and ability to meet project deadlines	20
Proposed cost of application preparation and grant administration services	20
TOTAL	100

Proposal Requirements

Interested firms shall submit a proposal that includes firm qualifications and relevant CHIP experience, qualifications of personnel assigned to the project, organizational capacity to perform the requested services, references from similar projects, and proposed costs for application preparation and post-award grant administration services, identified separately.

General Requirements

The City of Dublin is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, national origin, disability, age, or other legally protected status. All services performed under the resulting contract shall comply with applicable federal and state laws, regulations, and requirements established by the Georgia Department of Community Affairs (DCA).

The City reserves the right to reject any or all proposals, waive informalities, and select the firm determined to be most qualified and advantageous to the City, consistent with applicable procurement requirements.

Submission and Questions

For consideration, interested firms must submit their proposals no later than December 15, 2026, by 2:00 p.m. Proposals received after the established deadline may not be accepted. Questions and proposals pertaining to this solicitation shall be directed to the following:

David Sawyer, Purchasing Director
City of Dublin
P.O. Box 690 Dublin, Georgia 31040
(478) 277-5047

PLEASE WRITE 2027 CHIP PROPOSAL STATEMENT ON THE EXTERIOR OF THE ENVELOPE.