

PLACE ON MADISON LETTERHEAD

**MEMORANDUM OF SELECTION FOR PROFESSIONAL SERVICES
COMMON RULE PROCESS**

DATE: **DATE**

TO: Procurement of Professional Services

RE: Engineering Services
2021 Community Development Block Grant

The City of Madison has undergone the Federal Procurement Process for professional Architectural Services for its 2021 Community Development Block Grant project as required by Local, State and Federal Guidelines.

In compliance with the Federal Procurement Process, the Request for Qualifications was advertised in the *Morgan County Citizen* on September 17, 2020 and emailed to the following firms:

1. MSTSD Architects
2. Stevens & Wilkinson
3. Architectural Collaborative
4. Smith Design Group, Inc.
5. Armentrout, Matheny, Thurmond, PC
6. Andras Allen Star Architecture
7. Dencity Architectural Firm
8. Peiper O'Brien Herr Architects
9. K.A. Oldham & Associates
10. Brittain, Thompson, Bray, Brown, Inc. Architects

Responses and/ Statements of Qualifications were received from the following:

1. Brittain, Thompson, Bray, Brown, Inc. Architects
2. Sy Richards, Architect Inc.
3. Armentrout, Matheny, Thurmond, PC
- 4.

The Statement of Qualifications and responses received were reviewed by a selection committee consisting of the **LIST SELECTION COMMITTEE PARTICIPANTS**. Each firm's Statement of Qualifications was rated and assigned a cumulative score providing a basis for recommendation to the City Council to select **ARCH FIRM**. On **DATE**, the Council selected **ARCH FIRM** to provide architectural services on the above referenced project because **LIST REASONS WHY THE FIRM WAS SELECTED**. The City will negotiate an agreement with **ARCH FIRM** for these services. This fee will be within DCA's allowable cost for such services.

CERTIFIED: _____

Fred Perriman, Mayor

PLACE ON MADISON LETTERHEAD

**MEMORANDUM OF SELECTION FOR PROFESSIONAL SERVICES
COMMON RULE PROCESS**

DATE: **DATE**

TO: Procurement of Professional Services

RE: Grant Writing/Administration Services
2021 Community Development Block Grant

The City of Madison has undergone the Federal Procurement Process for professional Grant Writing and Administrative Services for its 2021 Community Development Block Grant project as required by Local, State and Federal Guidelines.

In compliance with the Federal Procurement Process, the Request for Qualifications was advertised in the *Morgan County Citizen* on June 25, 2020 and emailed to the following firms:

1. Advocates for Better Communities, Inc.
2. Allen-Smith Consulting
3. Armentrout Matheny Thurmond, PC
4. Carol's Consulting Grant Management
5. Gilbert and Associates, Inc.
6. Grant Specialists of Georgia
7. The Steedley Firm

Responses and Statements of Qualifications were received from the following:

1. Allen-Smith Consulting
2. ??
3. ??

The Statement of Qualifications and responses received were reviewed by a selection committee consisting of the **LIST SELECTION COMMITTEE PARTICIPANTS**. Each firm's Statement of Qualifications was rated and assigned a cumulative score providing a basis for recommendation to the City Council to select Allen-Smith Consulting. On **DATE**, the Council selected Allen-Smith Consulting to provide Grant Writing/Administration services on the above referenced project because **LIST REASONS WHY THE FIRM WAS SELECTED**. The City will negotiate an agreement with Allen-Smith Consulting for these services. This fee will be within DCA's allowable cost for such services.

CERTIFIED: _____

Fred Perriman, Mayor

SAMPLE E-mail to notify Grant Writing/Grant Administration firms NOT selected

Dear

Thank you for responding to the City of Madison's Solicitation Package for Grant Writing and Grant Administration Services. The time and the effort put into your proposal is evident. We were impressed with your detailed and thorough presentation; however, after careful deliberation we have selected Allen-Smith Consulting to provide Grant Writing and Grant Administration Services for the FY2021 CDBG Grant.

Thank you again for your proposal, we appreciate your professionalism and your interest in working with the City of Madison. We look forward to including your firm to bid on future projects.

Best wishes for future success.

SAMPLE E-mail to notify the SELECTED Grant Writing/Grant Administration firm

Dear **CONTACT**,

Thank you for responding to the **City of Griffin's** Solicitation Package for Grant Writing/Grant Administration Services. The time and the effort put into your proposal is evident. We were impressed with your detailed and thorough presentation. After careful deliberation we are glad to advise you that your firm, **SELECTED FIRM**, has been selected to provide Grant Writing/Grant Administration Services for the FY2019 **CDBG** project.

Thank you again for your proposal, we appreciate your professionalism and your interest in working with the **City of Griffin**. We look forward to working with you on this project.

SAMPLE E-mail to notify **Architectural firms NOT selected –
COPY AND PASTE INTO EMAIL**

Dear

Thank you for responding to the City of Madison's Solicitation Package for Architectural Services. The time and the effort put into your proposal is evident. We were impressed with your detailed and thorough presentation; however, after careful deliberation we have selected Ingram & Associates to provide Architectural Services for the FY2021 CDBG Grant.

Thank you again for your proposal, we appreciate your professionalism and your interest in working with the City of Madison. We look forward to including your firm to bid on future projects.

Best wishes for future success.