

CITY OF GRETNA
740 2nd Street
Gretna, LA 70053

REQUEST FOR PROPOSALS
for
GRANT MANAGEMENT AND ADMINISTRATION SERVICES
for
**GRETNA RESILIENCE DISTRICT – 25TH STREET CANAL SUB BASIN
IMPROVEMENTS**

The City of Gretna hereby issues a Request for Proposals (RFP) for a firm(s) with experience to oversee all aspects of FEMA grant management and to implement the City's **Gretna Resilience District – 25th Street Canal Sub Basin Improvements**, a project funded by FEMA and DOTD. The selected firm will be responsible for all aspects of grant management and administration, working collaboratively with the City and design team.

Interested parties are invited to secure a RFP Packet from the City of Gretna by emailing a request to Matthew Martinec, Director of Planning and Major Projects at mmartinec@gretnala.com.

Responses received will be evaluated in accordance with the evaluation criteria identified in the RFP Packet. The Packet also identifies the scope of services to be performed by the selected firm.

Firms submitting a response shall provide a submittal package following a format based on the designated evaluation criteria. Applicants shall include sufficient information about the firm's qualifications that demonstrates the necessary capabilities for implementation of the proposed project.

Proposal responses must be submitted in PDF format per the instructions in the Packet to mmartinec@gretnala.com by 10 a.m. on July 10, 2020.

The City of Gretna is an Equal Opportunity Employer. Small and minority-owned firms, women's business enterprises, and Section 3 businesses are encouraged to apply. Persons requiring reasonable accommodation to respond to this solicitation are requested to contact Matthew Martinec at (504) 363-1568 or mmartinec@gretnala.com to discuss their needs.

/S/ BELINDA C. CONSTANT
MAYOR
CITY OF GRETNA
STATE OF LOUISIANA

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