

REQUEST FOR QUALIFICATIONS
for
PROFESSIONAL GRANT ADMINISTRATION SERVICES

MARSHALL COUNTY COMMISSION
424 BLOUNT AVE, SUITE A337
GUNTERSVILLE, AL 35976

Submittal Deadline: 4:30 P.M. (CST) on October 6, 2026

REQUEST FOR PROFESSIONAL GRANT ADMINISTRATION SERVICES

1. INTRODUCTION

The Marshall County Commission (County) is requesting Statements of Qualifications (SOQs) from qualified firms to provide professional grant administration (Consultant) services for a project funded through the United States Department of Transportation (USDOT) Better Utilizing Investments to Leverage Development (BUILD) Grant Program and for general grant management services.

The selected consultant will assist the County in administering the grant in compliance with all applicable federal, state, and local laws, regulations, and grant requirements. The consultant will work closely with County staff throughout the implementation and closeout of the project to ensure timely completion, proper documentation, and compliance with USDOT requirements.

2. FUNDING SOURCE

This project is funded in whole or in part through a USDOT BUILD Grant. The selected consultant shall comply with all applicable federal statutes, regulations, grant conditions, and procurement requirements, including but not limited to:

- 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards;
- Applicable USDOT BUILD requirements;
- All applicable federal, state, and local laws and regulations.

3. SCOPE OF SERVICES

The selected consultant will provide professional grant administration services, including, but not limited to, the following:

- Administration of the USDOT BUILD grant;
- Assistance with grant implementation and project management;
- Guidance regarding compliance with applicable USDOT regulations and federal requirements;
- Assistance with procurement activities in accordance with federal procurement standards;
- Coordination of required environmental review documentation, if applicable;
- Budget monitoring and financial management assistance;
- Preparation and submission of reimbursement requests;
- Preparation and submission of required USDOT reports;
- Maintenance of grant records and documentation;
- Coordination with staff, engineers, contractors, USDOT representatives, and other stakeholders;
- Assistance with compliance related to labor standards, including Davis-Bacon requirements, if applicable;
- Assistance with Section 3, Equal Opportunity, and other federal compliance requirements, as applicable;
- Preparation for monitoring visits or audits;
- Grant closeout services; and
- Other grant administration services necessary for successful completion of the project.

The County reserves the right to modify the scope of services during contract negotiations.

4. MINIMUM QUALIFICATIONS

Interested firms should demonstrate the following qualifications:

- Experience administering USDOT-funded grants;
- Knowledge of USDOT BUILD requirements or similar USDOT grant programs;
- Knowledge of federal grant compliance requirements;
- Experience with 2 CFR Part 200 procurement and grant administration requirements;
- Experience with environmental review requirements, where applicable;
- Experience with Davis-Bacon and related labor standards, where applicable;
- Successful administration of similar federally funded public projects;
- Availability of qualified personnel capable of providing the requested services.

5. STATEMENT OF QUALIFICATIONS REQUIREMENTS

Statements of Qualifications should include, at a minimum, the following information:

A. Firm Information

- Firm name
- Business address
- Primary contact person
- Telephone number
- Email address
- Website (if applicable)

B. Firm Qualifications

Provide a description of the firm's experience administering USDOT grants and other federally funded projects.

C. Relevant Project Experience

Provide descriptions of at least three (3) similar projects completed within the past five (5) years, including:

- Client name
- Grant program
- Project description
- Grant amount
- Services provided

- Current contact information for client references

D. Project Team

Identify the personnel who would be assigned to this project and include:

- Position
- Qualifications
- Relevant experience
- Certifications, if applicable

E. References

Provide at least three (3) professional references for projects of similar size and complexity.

F. Capacity

Describe the firm's current workload and its ability to provide timely services throughout the duration of the project.

6. EVALUATION CRITERIA

Statements of Qualifications will be evaluated based upon the following criteria:

Evaluation Criteria	Maximum Points
Experience administering USDOT and federally funded grants	35
Experience with similar public infrastructure projects	25
Qualifications and experience of proposed personnel	20
Capacity to perform services	10
References	10
Total Possible Points	100

The County may interview one or more firms as part of the evaluation process.

The County reserves the right to negotiate a professional services agreement with the highest-ranked qualified firm.

7. TYPE OF CONTRACT

A cost not-to-exceed contract will be used and negotiated after a consultant is selected. The County anticipates negotiating a contract for all services included in this RFQ with the Consultant whose SOQ is deemed most advantageous to the County.

8. CONSULTANT'S RESPONSIBILITIES

The Consultant selected shall be required to assume responsibility for all services offered by the Consultant's SOQ regardless of whether they are produced "in-house" or performed under a joint or sub-contractual agreement. Any subconsultants shall be approved by the County prior to starting work.

The Consultant shall be responsible for ensuring the timely completion of the project. The Consultant shall also ensure full compliance of all engineering standards and projections with applicable federal, state, and local laws and regulations.

9. INCURRING COSTS

The County is not liable for any costs incurred by the Consultant prior to execution of the contract. However, each Consultant should be apprised that the contents of the successful SOQ may become contractual obligations of the engineering contract.

10. REJECTION OF PROPOSALS

All SOQ's must be submitted in accordance with the instructions outlined herein to receive consideration. Any proposing Consultant submitting inadequate or incomplete information may not receive consideration. The County reserves the right to reject any or all proposals and/or to request additional information from a proposing Consultant if deemed necessary.

11. SELECTION PROCESS

The County will issue a Notice of Intent to Award identifying the best-evaluated response. The Notice of Intent to Award shall not create rights, interests, or claims of entitlement in either the apparent best-evaluated Respondent or any other Respondent.

Notwithstanding the foregoing, the County may, at its sole discretion, entertain negotiation prior to contract signing and, as a result, revise the pro forma contract terms and conditions or performance requirements in the County's best interests.

12. SUBMITTAL INSTRUCTIONS

All SOQ's must be submitted in a sealed envelope, marked with Statement of Qualifications for Professional Grant Administration Services no later than 4:30 P.M. (CST), October 6, 2026, to be considered.

13. QUESTIONS REGARDING THIS RFQ

Questions or comments regarding this RFQ shall be submitted via email to Kristal Jones at kjones@marshallal.gov. Questions should be submitted no later than **SEPTEMBER 29, 2026**.