

CITY OF McRAE-HELENA
REQUEST FOR PROPOSALS
ENGINEERING AND/OR ARCHITECTURAL GRANT SERVICES

Date: **JULY 29, 2020**

Statements of qualifications and proposals are being requested from engineering/architectural firms with a strong record in successfully assisting local governments with the implementation of Community Development Block Grant (CDBG) programs. Responding firms should be technically qualified and licensed in the State of Georgia to provide these services.

Plans are to contract for engineering/architectural preliminary design services required for a potential FY2021 CDBG project and, if funded, for engineering/architectural services for the implementation of the project. The purpose of the project is to provide installation of filtering equipment at well houses to remove iron and manganese deposits.

Information which should be submitted for our evaluation is as follows:

- 1) **History of firm and resources**
- 2) **CDBG/EIP/RDF experience, including other DCA grant programs**
- 3) **Key personnel/qualifications**
- 4) **Current workload**
- 5) **Scope and level of service proposed**
- 6) **Experience with similar projects and list of references**
- 7) **Fees and/or Percentages (if any) associated with the Preliminary Engineering Report (PER) for the application, and Design and Construction Management Services, if the project is funded. The draft PER would be needed no later than October 9, 2020.**
- 8) **Errors and Omissions Insurance**
- 9) **Statement of Qualifications Form**
- 10) **Section 3 Certification Form (*Only Submit with your Proposal if you are claiming Section 3 Status.*)**

All contracts are subject to Federal and State contract provisions prescribed by the Georgia Department of Community Affairs. This project is covered under the requirements of Section 3 of the HUD Act of 1968, as amended and Section 3 Business Concerns are encouraged to apply.

City of McRae-Helena also abides by the following laws as they pertain to HUD Assisted Projects: Title VI of the Civil Rights Act of 1964; Section 109 of the Housing and Community Development Act of 1974, Title I; Title VII of the Civil Rights Act of 1968 (Fair Housing Act); Section 104(b)(2) of the Housing and Community Development Act of 1974; Section 504 of the Rehabilitation Act of 1973 as amended; Title II of the Americans with Disabilities Act of 1990 (ADA); and the Architectural Barriers Act of 1968.

Interested parties should request copies of the Statement of Qualifications Form and Section 3 Solicitation Package prior to preparing and submitting their proposal. Proposals should be received no later than **4:30 PM on Friday, August 28, 2020**. Proposals received after the above date and time may not be considered. We reserve the right to accept or reject any and all proposals and to waive informalities in the proposal process. Questions, Statement of Qualifications and Section 3 Certification form requests (i.e., request for Section 3 preference), and proposal packages should be submitted to the name and address listed below:

Melissa A. Jones, City Manager
City of McRae-Helena
P. O. Box 55157
McRae-Helena, GA 31055
229-868-6051
melissa.jones@mcr-ae-helena.org



Statement of Qualifications

NAME OF FIRM: _____

ADDRESS: _____

1. Years in Business in Present Form: _____

2. Firms History and Resource Capability to Perform Required Services:

3. Titles, Names, and Addresses of all Officers:

4. List categories in which firm is legally qualified to do business. Include Licenses and Registrations where applicable.

5. Does your firm carry Errors and Omissions Insurance? _____

6. If you were awarded the design, bid phase, and inspection for this project, what would your fee be? _____

7. Does your firm charge for the preliminary engineering report (PER)? _____

If yes, what would the charge be? \$ _____

Can your firm meet the draft PER deadline? YES ____ NO ____

8. List up to five (5) projects which demonstrate skills to be used on CDBG projects. Note project name, location, owner, year, contract amount, and nature of firm's responsibility.

1. _____

2. _____

3. _____

4. _____

5. _____

9. List key personnel (with qualifications) likely to be involved on these projects and explain their specific role in CDBG work.

10. List three (3) references for the Firm.

1. _____

2. _____

3. _____

11. Are you a Section 3 Business Concern? Yes _____ No _____

If yes, the Attached Section 3 Business Concern Certification, Previous Certification and Action Plan must be filled out, signed, notarized, and submitted with your proposal.

Is the signed and notarized Section 3 Business Concern Certification, Previous Certification and Action Plan attached to your proposal? Yes ____

If no, you will only need to submit the Section 3 forms if you are the successful proposer.

12. Certifying that:

Mr./Mrs./Ms. _____ (signature) being duly sworn deposes and states that

he/she is the _____ (title)

of _____ (name of firm) and that answers to the foregoing questions and

all statements herein contained are true and correct.

ENGINEERING/ARCHITECTURAL RATINGS CRITERION

CONTACT: _____

NAME OF FIRM: _____

FIRM ADDRESS: _____

Evaluate the Architectural and/or Engineering Firm based on the points assigned to each of the following selection criterion. Points for each section can range from 1-10, based on evaluator.

<u>CRITERION</u>	<u>POOR</u>	<u>GOOD</u>	<u>EXCELLENT</u>	<u>POINTS ASSIGNED</u>
1. Ability to provide the disciplines necessary for this project.	0	5	10	_____
2. Firm's experience with this type of construction.	0	5	10	_____
3. Key personnel experience with this type of construction	0	5	10	_____
4. Quality of reference information.	0	5	10	_____
5. Has Firm had experience with Community Development Block Grant (CDBG) projects?	0	5	10	_____
6. Is price competitive?	0	5	10	_____
TOTAL POINTS				_____

Firm can meet PER/PAR deadline? ___ Yes ___ No

Firm carries Errors and Omissions insurance? ___ Yes ___ No

COMMENTS ON WHY FIRM SHOULD BE SELECTED: _____

NAME: _____

DATE OF REVIEW: _____

