

CITY OF GRIFFIN
REQUEST FOR QUALIFICATIONS/PROPOSALS
ENGINEERING SERVICES

Date: **July 12, 2019**

Statements of qualifications and proposals are being requested from engineering firms with a strong record in successfully assisting local governments with the implementation of Community Development Block Grant (CDBG) programs and any other federally funded projects related to community and economic development. Responding firms should be technically qualified and licensed in the State of Georgia to provide these services.

The City has immediate plans to contract for engineering preliminary design services required for a potential FY2020 CDBG project and, if funded, engineering for the implementation of the project. The purpose of the project is to provide infrastructure improvements. All firms submitting will be reconsidered on a project by project basis should future federally funded opportunities arise in the next 24 month period.

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

- 1) History of firm and resources**
- 2) EIP/CDBG experience, including other DCA grant programs and other federally funded 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.**
- 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.

The City of Griffin 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 1; 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.

Proposals should be received no later than **5:00 PM on August 12, 2019**. 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:

Ms. Janna Keller, Principal Planner
City of Griffin
P.O. Box T
Griffin, GA 30224
Phone: 770-233-4130
Email: jkeller@cityofgriffin.com

