

**RFP #21-002**  
**CITY OF GLENNVILLE**  
**REQUEST FOR PROPOSAL**  
**FOR ENGINEERING SERVICES**

Date: October 1, 2020

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. Responding firms should be technically qualified and licensed in the State of Georgia to provide these services.

Plans are to contract for engineering preliminary design services required for a potential FY 2021 CDBG project and, if funded, for engineering/architectural services for the implementation of the project. The purpose of the project is to provide sewer infrastructure improvements.

**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 January 29, 2021.**
- 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 Glennville 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.*

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 5:00 P.M. on Monday, November 2, 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:

**CLIENT CONTACT: Amy W. Murray, City Manager**  
**CLIENT: City of Glennville**  
**ADDRESS: 134 S. Veterans Boulevard, Glennville, GA 30427**  
**PHONE: (912) 654-2461**  
**E-MAIL: [citymanager@cityofglennville.com](mailto:citymanager@cityofglennville.com)**



**RFP #21-002**  
**Engineering Services**  
**Statement of Qualifications**

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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.

# RFP #21-002 Engineering Services Rating Criterion

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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:*

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

**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: \_\_\_\_\_