

CITY OF CORNELIA
REQUEST FOR PROPOSALS
ENGINEERING SERVICES

Date: December 17, 2024

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 within a year from the date of this notice, with a reputable consulting firm for engineering and design services for Federally Funded Projects related to community and economic development. This procurement could include Community Development Block Grant (CDBG), Redevelopment Fund Projects (RDF), Georgia Environmental Finance Authority (GEFA) Projects, Employment Incentive Program (EIP), Economic Development Administrations (EDA) Projects, Appalachian Regional Commission (ARC) Projects, United States Department of Agriculture (USDA) Projects, and any other federally funded project in Compliance with 2 CFR 200 for Procurement. This procurement action may also lead to additional project contracts and/or contract addendums for engineering, design and other related services for State and Federally funded projects. This is **not** a request for a retainer of services. Immediate plans call for services to assist with the preparation and administration of a 2025 CDBG Project related to public infrastructure improvements, including but not limited to, water system improvements, sewer system improvements, road improvements, and drainage improvements. All firms submitting will be reconsidered, on a project-by-project basis, should future state and federally funded opportunities arise within the next 2-3 year period.

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.**
- 8) Errors and Omissions Insurance**
- 9) Statement of Qualifications Form**
- 10) Section 3 Certification Form**

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 Cornelia 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 HCD 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); the Architectural Barriers Act of 1968, and the Build America, Buy America requirements established under the Infrastructure Investment and Jobs Act of 2021.

Interested parties should request copies of the Statement of Qualifications Form and Section 3 Certification Form prior to preparing and submitting their proposal. Proposals should be received no later than 2:00 PM on January 24, 2025. 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 and proposal packages should be submitted to the name and address listed below:

**Donald Anderson, City Manager
City of Cornelia
P.O. Box 785
181 Larkin Street
Cornelia, Georgia 30531**



Phone: 706-778-8585

Email: dee@cornelia.city

Engineering Statement of Qualifications Form

NAME OF FIRM: _____

ADDRESS: _____

1. Years in Business in Present Firm: _____

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. _____

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.

12. Certifying that:

Mr./Mrs./Ms. _____ (signature) being duly sworn deposes and states
he/she is the _____ (title) of _____ (name of
firm) and answers to the foregoing questions and all statements herein contained are true and
correct.