

## REQUEST FOR QUALIFICATIONS ENGINEERING SERVICES

Background: The City of Washington is in the process of applying for a Community Development Block Grant-Employment Incentive Program (EIP) for funding to assist with infrastructure improvements.

The City is seeking an engineering firm with broad experience to provide design and construction supervision for this project that will utilize funds from the CDBG-Employment Incentive Program (EIP), or other federal grants for infrastructure if awarded. These grants are funded by the federal government and administered at the state level by the Georgia Department of Community Affairs. Therefore, all activities must be performed in strict adherence to applicable federal and state regulations. All project activities will be coordinated with the Mayor and City Council of Washington.

Project Title for Identification Purposes: City of Washington CDBG-EIP Application

Scope: The initial work documents required of the selected firm will consist of the preparation of comprehensive engineering plans, including cost estimates. These must be prepared in close communication with the City of Washington. The contact for the project is Michael Kimball, who can be reached at (706) 650-5696 or by e-mail at [mkimball@csrarc.ga.gov](mailto:mkimball@csrarc.ga.gov)

The following engineering services must be provided at a minimum:

1. Preparation of final design, plans, and specifications.
2. Securing of all necessary permits and clearances as applicable to comply with state and federal mandates. For this project the engineering will be required to provide engineering plans/drawings showing all dimensions drawn to current engineering standards and the required plans for the contractor to apply for permits.
3. Preparation of bid and contract documents, including advertising and bidding procedures, holding the bidders conference, bid openings, and evaluations.
4. Post-award services, including securing the construction firm's certifications and review of specifications, warranties, operation manuals, and as-built drawings.
5. Construction services including supervision/administration of construction, review of payment requests, change orders, and other coordination with the construction firm. Periodic construction review (at least one visit per week during regular working hours) and other work as required in assuring proper execution of the work. Periodic construction review must ensure that the construction firm's methods of construction provide for the same.
6. Construction close-out, final inspection, project certification, and coordination with the City of Washington and the CSRA Regional Commission to provide periodic updates to satisfy CDBG-EIP program requirements.

### **Schedule**

To be considered, 3 copies of the Request for Qualifications proposals must be received by 5:00 pm, January 9, 2024, at the CSRA Regional Commission, Attn: Michael Kimball. All proposals must be sealed and should be clearly labeled. Any proposals received after 5:00 pm, January 9, 2024, or at any location other than the CSRA Regional Commission at 3626 Walton Way Extension, Suite 1 Augusta, Georgia 30909 will not be considered. The successful respondent will be notified by telephone on or before March 30, 2024, and notified in writing.

## **Proposal Contents**

Responses are to be returned to the CSRA Regional Commission where an initial evaluation of the proposals will be completed. Those evaluations will be submitted to the City of Washington for final selection.

Respondents are requested to include letterhead pages immediately behind the cover letter that briefly, directly, and exactly answers the following evaluation criteria questions:

1. Your firm's experience, particularly with CDBG-EIP and other federal infrastructure grants as well as other grant projects. References must include the names and telephone numbers of local governments, personnel involved, and a brief description of the projects (MUST INCLUDE THE NAME OF PROJECT, OWNER, YEAR AWARDED, YEAR COMPLETED, AND AMOUNT AWARDED).
2. Your firm's prior experience with the City of Washington.
3. At a minimum, the engineering firm's proposal should also provide the following information:
  - a. A brief history of the engineering firm and its principal personnel including resumes of the principals.
  - b. The length of time the firm has been providing the specific kind of engineering services requested herein.
  - c. Has your firm defaulted on a contract or failed to complete any work awarded, or been involved in work related litigation?
  - d. The name(s) and professional experience of the firm's key personnel who will be assigned to this project. Firm must also state how much direct experience the personnel assigned to this project has had with CDBG-EIP funded projects.
  - e. Cost schedules for general services, in addition to cost schedules for additional services.
  - f. Fees for reimbursable expenses, if applicable.
  - g. The firm must provide a professional services contract. (Note: The contract will be written as "direct costs plus a fixed fee, not to exceed a lump sum." If the engineering firm is contracted for the project, the contract must include additional clauses pertaining to federal regulations that will be supplied by the CSRA Regional Commission). The firm should also include the percentage fee that it normally charges for design and construction supervision on this size project and a list of other services included under contract.
  - h. A proposed plan to implement the project.

## **Selection**

Procedures for selection of an individual/firm will be in accordance with the RFQ package and local procurement requirements, as well as the requirements of the Uniform Administration Requirements (“the common rule”) 24 CFR Part 85.

All qualifications will be evaluated in terms of project approach, quality of work, experience, capacity to perform, mobility, and project familiarity. Past performance on other projects may also be assessed in terms of timeliness, completing within budget, and other factors.

## **Section 3**

This is a Section 3 contract opportunity. This project is covered under the requirements of Section 3 of the HUD Act of 1968. This project must ensure that employment and other economic opportunities generated by CDBG-EIP or other federal funds shall, to the greatest extent feasible, and consistent with federal, state and local laws and regulations, be directed toward low and very low-income persons, particularly those who are recipients of government funding for housing, and to business concerns which provide economic opportunities to low and very low-income persons in coordination with the Section 3 provisions of the Housing and Urban Redevelopment Act of 1968 – 24CFR Part 135. **Completed Section 3 packet is required with the RFQ submittal.**

## **Fair Housing**

This project must affirmatively further fair housing, take steps to analyze impediments to fair housing choice in the City of Washington, and take steps to overcome any identified impediments in efforts to promote fair housing for county residents.

## **Section 504**

This project must ensure that no qualified individual with a disability shall, by reason of such disability, be excluded from the participation in or be denied the benefits of services, programs, or activities of a public entity, or be subjected to discrimination of any such entity as prescribed by law in the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794, as amended.

## **Disclaimer**

The City of Washington reserves the right to accept or reject any or all proposals. The City of Washington is an Equal Opportunity Employer.

# Georgia Department of Community Affairs

## Mandatory Section 3 Solicitation Package

This mandatory solicitation package has been developed in accordance with DCA's Section 3 Policy for Covered HUD Funded Activities. DCA encourages all recipients, sub-recipients, contractors, and sub-contractors to review this policy prior to completion of the solicitation package. For those awards that meet the applicable Section 3 thresholds, this package must be returned in accordance with the applicable instructions to the contracting entity prior to award **or at the time of submission of a bid/proposal in order to claim a Section 3 preference**. The Section 3 Clause, required forms, and instructions are included in this package. All Recipients and Sub-recipients of Section 3 covered Assistance (including but not limited to contractors, sub-contractors, developers, grantees, CHDOs, non-profits, and local government entities) are subject to compliance with regulations in 2 Part 75.

Additional provisions for Housing and Community Development Financial Assistance.

### **§75.19 Requirements.**

#### (a) Employment and training.

- (1) To the greatest extent feasible and consistent with existing federal state and local laws and regulations recipients covered by this subpart shall ensure that employment and training opportunities arising in connection with Section 3 projects are provided to Section 3 workers within the metropolitan area (or nonmetropolitan county) in which the project is located.
- (2) Where feasible priority for opportunities and training described in paragraph (a)(1) of this section should be given to:
  - (i) Section 3 workers residing within the service area or the neighborhood of the project and
  - (ii) Participants in YouthBuild programs.

#### (b) Contracting

- (1) To the greatest extent feasible and consistent with existing, Federal, state, and local laws and regulations recipients covered by this subpart shall ensure contracts for work awarded in connection with Section 3 projects are provided to business concerns that provide economic opportunities to Section 3 workers residing within the metropolitan area (or nonmetropolitan county) in which the project is located.
- (2) Where feasible, priority for contracting opportunities described in paragraph (b)(1) of this section should be given to:
  - (i) Section 3 business concerns that provide economic opportunities to Section 3 workers residing within the service area or the neighborhood of the project, and
  - (ii) YouthBuild programs.

***Any bid/proposal claiming a preference must include the completed and signed Section 3 Self-Certification and Action Plan and the Section 3 Business Concern Self Certification and be submitted by the bid/proposal deadline.***

The following Section 3 forms must be completed and returned prior to contract execution:

- Section 3 Self Certification and Action Plan
- Previous Section 3 Compliance Certification
- Assurance of Compliance Certification

Additionally, if the contractor is claiming certification as a 51% owned by low or very low-income residents or is certifying as a 75% workforce the Resident Self-Certification and Skills Data Form must be returned for all employees who meet the low- or very low-income requirement as well as the appropriate Section 3 Business Certification.