

**CITY OF ALBANY, GEORGIA
REQUEST FOR QUALIFICATIONS
ENGINEERING SERVICES**

The City of Albany is considering seeking funds from the Georgia Department of Community Affairs (DCA) Fiscal Year 2021 Community Development Block Grant Disaster Recovery (CDBG-DR) Program, to include CDBG Disaster funds. The City is requesting statements of qualifications and proposals from Engineers with a strong record in successfully assisting local governments with the implementation of CDBG projects, both in planning and design and project follow through. The City is considering the development of a project to make Sanitary Sewer and Stormwater Improvements.

This 2021 procurement action may also lead to additional contracts and/or contract addendums for planning, design and other related services. ***If the grant is awarded, the selected Engineering firm would be guaranteed the contract for Engineering services.***

Some of the evaluation factors to be considered when selecting a firm are:

1. Qualifications and experience with regard to skills to be used on CDBG projects, including training, background, and list of current and past projects. Errors and Omissions Insurance. Please include references, with contact numbers.
2. Fees associated with grant application development and administration.
3. Familiarity with the project and the community.
4. Scope and level of service provided, if selected.
5. Adherence to Section 3 compliance: City of Albany are committed to Affirmatively Further Fair Housing. This project is covered under the requirements of Section 3 of the HUD Act of 1986. The contract opportunity is a Section 3 Covered Contract. Section 3 Business Concerns are encouraged to apply. (The DCA Section 3 Solicitation Package is a required component for all proposals. If your proposal fee is less than \$100,000 you should complete the "Do you use this Package?" Form, Page 1, ONLY and return with your response. If your proposal fee is \$100,000 or greater, you should complete the entire DCA Section 3 Package Pack, signed and notarized, and return with your response. Your response must include the applicable Section 3 documentation. Any response not containing the applicable Section 3 documentation will be considered non-responsive, and the response will be rejected. To acquire a Section 3 Policy package, go to DCA's Section 3 Policy at the link below: https://www.dca.ga.gov/sites/default/files/sec_3_solicitation_package_oct_2017.pdf
6. Timeliness, mobility, proximity to project and current workload.
7. Deadline for grant submission is **February 10, 2021. Engineering report will be due to the City on February 5, 2021.**

Proposals will be evaluated by the City of Albany who will score the proposals on the evaluation factors listed. The City of Albany reserves the right to accept or reject any and all proposals and to waive informalities in the proposal process. The City is an Equal Opportunity Employer. Further in accordance with Section 504 of the Rehabilitation Act of 1973, as amended, the City does not discriminate on the basis of handicapped status in the administration or operation of its programs.

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 Albany 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 504 of the Rehabilitation Act of 1973 as amended; Title II of the Americans with Disabilities Act of 1990 (ADA); and the Engineering Barriers Act of 1968.

For consideration, interested firms must submit their proposals to: City of Albany, Procurement Division, 222 Pine Avenue, Suite 260 Albany, Georgia 31701 no later than **12:00 NOON on Monday, January 25, 2021.** Proposals submitted after that date and time will not be accepted.

INQUIRIES OR QUESTIONS: Should be submitted in writing to Kimberly M. Allen, Buyer, at the Procurement Division Office no later than **12:00 PM, January 25, 2021;** electronic inquiries are acceptable at kiallen@albanyga.gov, cc: tewilliams@albanyga.gov and mtrotter@albanyga.gov. Replies of substance will be in writing, in the form of an addendum, and made available to all potential respondents.

