

***City of Leary
P. O. Box 148
Leary, GA 39862
(229) 792-6121***

April 14, 2022

REQUEST FOR PROPOSALS FOR ENGINEERING SERVICES

The **City of Leary** is requesting qualifications and proposals for selection of an Engineering Firm to provide post-award services for its Governor's Office of Planning and Budget (GA OPB) American Rescue Plan Act (ARPA) State Fiscal Recovery Fund (SFRF) Grant # GA-0011785. Post-award services will include, but are not limited to, planning, design, cost estimating, bidding, contracting, construction oversight, quality control, and project closeout.

Selection of an Engineer for the project will be based on qualifications as they relate to community and economic development needs. All contracts are subject to Federal and State contract provisions prescribed by the GA OPB.

Firms interested in submitting proposals for this project are asked to contact Brenda Wade at the Southwest Georgia RC, 181 East Broad Street, Camilla, GA 31730, (229) 522-3552 Extension 105 to request the Statement of Qualifications Form, the Section 3 Forms (*Only Submit with your Proposal if you are claiming Section 3 Status*), and the RFP scoring criterion. Your firm will be asked to mail your reply to the following:

City Clerk Tamika Williams
City of Leary
4411 East Main Street
P. O. Box 148
Leary, GA 39862
Office No. (229) 792-6121 or Fax (229) 792-6118

Proposals mailed to or received at any location other than the above address will not be accepted. Proposals must be received at the above address **no later** than 4:00 p.m. May 16, 2022. **No** proposals will be accepted after this time and date. The City of Leary reserves the right to accept or reject any and all proposals and to waive informalities in the proposal process.

The City of Leary is committed to Affirmatively Further Fair Housing. This project is covered under the requirements of Section 3 of the HUD Act of 1968. This contract opportunity is a Section 3 Covered Contract. Section 3 Business Concerns are encouraged to apply. The City of Leary 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. The City of Leary is committed to providing all persons with equal access to its services, programs, activities, education, and employment regardless of race, color, national origin, religion, sex, familial status, disability, or age.



Selections will be based on qualifications, timeframes, and monies, as they relate to the following. **However, your firm is encouraged to request the Statement of Qualifications form and the RFP scoring criterion.** Scoring of RFP's will be as follows: Poor (1 point), Fair (2 points), Good (3 points), and Excellent (4 points).

QUALIFICATIONS AND TIME FRAMES:

1. Years in Business in Present Form.
2. Firm's History and Resource Capability to Perform Required Services.
3. Firm's Knowledge of the Community.
4. Titles, Names, and Addresses of all Officers.
5. List categories in which firm is legally qualified to do business. Include Licenses and Registrations where applicable.
6. Does your firm carry Errors and Omissions Insurance?
7. Will your firm be able to provide necessary documentation for the grant, including Cost Estimates, Preparation of Plans & Specs & Final Design, Surveying for Final Project, Bid Documents, Assistance in Bid Opening, Perform Bid Analysis, Management of Contractor Performance, Inspections, Preparation of Change Orders, and Approval of Contractor's Request for Payments, as well as Prepare and Submit All Documents to GA OPB.?
8. Has your firm been selected previously to provide engineering services for a Federal Grants program? If "YES", give specific projects, including project name, location, owner, year, grant/total project amount, contact person(s), and nature of firm's responsibility.
9. What timeframe do you feel you will need to have final plans and specifications ready for approval by any and all applicable agencies? Please provide this information in months, such as 3 months after Notice of Award to your firm, etc.
10. List key personnel (with qualifications) likely to be involved on this project and explain their specific role in the work.
11. List three (3) references for the Firm.
12. Are you a Section 3 Business Concern?

If you have any questions pertaining to this RFP, please call Brenda Wade at (229) 522-3552 Extension 105, or email bwade@swgrc.org.

cc: City of Leary Procurement File
SWGRC Procurement File