

CITY OF MONROE
REQUEST FOR QUALIFICATIONS AND PROPOSALS
PRELIMINARY ENGINEERING REPORT, DESIGN SERVICES AND
CONSTRUCTION ADMINISTRATION

Date: **October 25, 2023**

Statements of qualifications and proposals are being requested from Engineering Firms with a strong record in successfully assisting local governments with the preliminary report, final design, and construction administration of Federally Assisted Projects. Responding firms should be qualified to provide a Preliminary Engineering Report (PER), design and construction administration services for projects utilizing federal funds.

Plans are to contract, within a year from the date of this notice, a reputable Engineering Firm for Preliminary Report, Design and Construction Administration services for Federally Funded Projects related to community and economic development. This procurement could include Community Development Block Grants (CDBG), Employment Incentive Program (EIP) Projects, Georgia Environmental Facilities Authority (GEFA) Projects, Economic Development Administration (EDA) Projects, and any other federally funded project in compliance with 24 CFR 570.489(g). This procurement action may also lead to additional project contracts and/or contract addendums for Preliminary Engineering Report (PER), design and construction administration services, for State and Federally funded projects. This is **not** a request for retainer services. Immediate plans call for services to assist the City with the Preliminary Engineering Report, Design Services and Construction Administration Services for a CDBG Project related to water, sewer, sidewalk, and/or storm drainage improvements. Submitting firms will be re-considered, on a project-by-project basis, should future federally funded opportunities arise in the next 24-month period from date of this notice.

Information which should be submitted for our evaluation is as follows:

- 1) **History of firm and resources**
- 2) **Federal Funds Engineering Experience, including HUD, EDA, etc.**
- 3) **Key personnel/qualifications**
- 4) **Current workload**
- 5) **Scope and level of service proposed**
- 6) **Experience with similar projects and list of references**
- 7) **Fee Percentages (if any) associated with the Engineering Report (PER), for the application, and Design and Construction Administration Services. If the City pursues a 2024 CDBG, the draft PER would be needed no later than February 2024.**
- 8) **Errors and Omissions Insurance, please provide a copy.**
- 9) **Statement of Qualifications Form**
- 10) **Section 3 Certification Form (Only Submit with your Proposal if you are claiming Section 3 Status.)**

The immediate project is subject to Federal and State contract provisions prescribed by the Georgia Department of Community Affairs/and or other federal agencies listed above. The immediate 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. Future federal projects may not require Section 3 compliance.

The City of Monroe 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); and the Architectural Barriers Act of 1968.

Interested parties should request copies of the Statement of Qualifications Form and Section 3 Certification Form prior to preparing and submitting their proposal. Two copies of proposals from interested firms should be received no later than **5:00 PM on November 30, 2023**. 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 and proposal packages should be submitted to the name and address listed below:

Chris Croy, Central Services Manager
City of Monroe
P.O. Box 1249
Monroe, GA 30655
Phone: 706-266-5172
Email: purchase@monreoga.gov

