

CITY OF LEESBURG
107 Walnut Avenue, North | P.O. Box 890
Leesburg, GA 31763
(229) 759-6465

Date: March 11, 2024

REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES
CDS/CPF State and Tribal Assistance Grants (STAG)
Sewage and Clean Water Infrastructure Project

The City of Leesburg is requesting qualifications for selection of an Engineering Firm to provide post-award services for a sewer infrastructure project funded by the FY 2023 Congressionally Directed Spending (CDS)/Community Project Funding (CPF) Grants Program for Water Projects. Post-award services will include, but are not limited to, planning, design, cost estimating, bidding, contracting, construction oversight, quality control, grant administration, and project closeout. Statements of qualifications are being requested from Engineering Firms with a strong record in successfully assisting local governments with the design and construction administration of Federally Assisted Projects. Responding firms should be technically qualified and licensed in the State of Georgia to provide these services.

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

- 1) History of firm and resources
- 2) Federal Funds Engineering Experience, including STAG/CDBG/EIP/RDF/GEFA/USDA/ARPA, etc.
- 3) Key personnel/qualifications
- 4) Current workload
- 5) Experience with similar projects and list of references
- 6) Errors and Omissions Insurance
- 7) Statement of Qualifications Form

A Selection Committee will receive and evaluate Statements of Qualifications submitted in response to this RFQ using the provided scoring criteria and will identify a selection of finalist firms through a qualifications-based selection process. Selected finalists will be posted on the Georgia Procurement Registry and notified in writing, along with instructions for further evaluation, no later than April 30, 2024. Finalists will be asked to submit a project proposal for providing the requested engineering services. Finalists will be ranked, and fee negotiations will be held, beginning with the highest-ranking firm, until a satisfactory agreement is reached.

Interested parties should request copies of the Qualifications Form and Scoring Criteria prior to preparing and submitting their Statement of Qualifications. Questions related to this RFQ will be received in writing until 5:00 PM on April 9, 2024. Proposals should be received no later than **4:00 PM on April 12, 2024**. No proposals will be accepted after this time and date. Digital/emailed copies will not be accepted. Proposals mailed to or received at any location other than the below address will not be accepted. The City of Leesburg reserves the right to accept or reject any and all Statements of Qualifications and to waive

informalities in the qualifications process. Questions can be made by contacting Bob Alexander, City Manager, at bob.alexander@cityofleesburgga.com or by calling (229) 759-6465. Proposal packages should be submitted to the following:

Attn: Bob Alexander, City Manager
City of Leesburg
107 Walnut Avenue, North | P.O. Box 890
Leesburg, GA 31763

The sealed envelope shall be clearly marked "**Engineering SOQ**". Disadvantage Business Enterprises (DBE) are encouraged to apply.

**CITY OF LEESBURG
ENGINEERING STATEMENT OF QUALIFICATIONS**

Name of Firm: _____

Address: _____

1. Years in business in present form:: _____

2. Firm's history and resource capability to perform required services: _____

3. Firm's knowledge of the City: _____

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 and specifications, bid documents, assistance in bid opening, bid analysis, contract management, construction inspection, and pay request review? _____

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8. Has your firm been selected previously to provide engineering and grant administration services for a Federal Grant 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. List three (3) references for the Firm.

**CITY OF LEESBURG
ENGINEERING SERVICES QUALIFICATION EVALUATION FORM
CDS/CPF for Sewage and Clean Water Infrastructure Project**

NAME OF FIRM: _____

FIRM ADDRESS: _____

Evaluate the Engineer and/or Engineering Firm based on the points assigned to each of the following selection criterion. Scoring of RFPs will be as follows:

Poor 1	Fair 2	Good 3	Excellent 4
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CRITERION

POINTS ASSIGNED

- | | |
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| 1. Engineer and/or Engineering Firm's ability to supply all major disciplines necessary to perform the work. | _____ |
| 2. Engineer and/or Engineering Firm's experience with this type of construction. | _____ |
| 3. Engineer and/or Engineer Firm's knowledge of the community. | _____ |
| 4. Engineer and/or Engineer Firm's staff expertise. | _____ |
| 5. Engineer and/or Engineering Firm's experience with Federal Grant projects? | _____ |

TOTAL SCORE

Firm carries Errors and Omissions insurance?

Yes _____ No _____

COMMENTS:

Name of Reviewer: _____ Date of Review: _____