

CITY OF CLAYTON
REQUEST FOR QUALIFICATIONS (RFQ) – ENGINEERING SERVICES
RFQ # 1252022

Date: **December 5th, 2022**

Statements of Qualifications (SOQ) are being requested from engineering firms with a strong record in successfully assisting local governments with the preliminary reports (PERs), design, construction administration, and inspection for federally assisted projects. Responding firms should be licensed in the State of Georgia and must be qualified to provide initial consultation, evaluation, PERs, design, construction administration, inspection, and closeout.

Plans are to contract with a reputable firm for the above activities during the next 36 months. This solicitation covers Community Development Block Grants (CDBG) and set-asides, Economic Development Administration (EDA), Georgia Environmental Finance Authority (GEFA), US Department of Agriculture (USDA), Federal Highway Administration (FHWA), and any other federally funded programs in compliance with 2 CFR 200 for Procurement. This procurement action may also lead to additional project contracts and/or contract addendums for engineering services that may arise in the next 36 months.

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

- 1) History of firm and resources**
- 2) Federally funded programs experience, including HUD, EDA, etc. grant programs**
- 3) Key personnel/qualifications**
- 4) Knowledge of the community**
- 5) Current workload**
- 6) Scope and level of service proposed**
- 7) Experience with similar projects (especially CDBG) and list of references**
- 8) Past & current litigation, claims, liens, judgements, and rulings**
- 9) Errors and Omissions Insurance**
- 10) Statement of Qualifications Form**
- 11) Section 3 Certification Form (*Only Submit if you are claiming Section 3 Status.*)**

All contracts may be subject to Federal and State contract provisions, including Section 3 of the HUD Act of 1968, as amended, and those prescribed by the Georgia Department of Community Affairs. Section 3 Business Concerns, MBE, DBE, and WBE are encouraged to apply.

Clayton 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.

Interested parties should request copies of the SOQ Form and Section 3 Solicitation Package from JWALDROUP@CITYOFCLAYTON.GOV. SOQs are due by **5:00 PM on JANUARY 9th**,

2023. SOQs received after this date and time may not be considered. We reserve the right to accept or reject any and all SOQs and waive informalities in the RFQ process. Questions, SOQs and Section 3 Certification form requests, and proposal packages (**3** digital and **4** hard copies) should be submitted to the name and address listed below:

JASON WALDROUP, PUBLIC WORKS DIRECTOR

City of Clayton

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