

**CITY OF ASHBURN  
REQUEST FOR PROPOSALS  
ENGINEERING GRANT SERVICES**

**DATE: DECEMBER 29, 2023**

Statements of qualifications and proposals are being requested from Engineering Firms with a strong record in successfully assisting local governments with the preliminary engineering report, final 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.

Plans are to contract, within a year from the date of this notice, a reputable Engineering Firm for preliminary engineering reports, design, and construction administration services for federally funded projects related to community and economic development. This procurement could include Community Development Block Grants (CDBG) (including Mitigation (MIT) and Disaster Recovery (DR)), Employment Incentive Program (EIP) Projects, Georgia Environmental Finance Authority (GEFA) Projects, Economic Development Administration (EDA) Projects, American Rescue Plan Act (ARPA) State Fiscal Recovery Fund (SFRF) 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, street, 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 the 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 CDBG/EIP/RDF/GEFA/ARPA, 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) **Fees and/or Percentages (if any) associated with the Preliminary Engineering Report (PER) for the application, and Design and Construction Management Services, if the project is funded. If the City pursues a 2024 CDBG, the draft PER would be needed no later than March 1, 2024.**
- 8) **Errors and Omissions Insurance**
- 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 Ashburn 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 Action 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 Solicitation Package prior to preparing and submitting their proposal. Proposals should be received no later than **4:00 PM on January 30, 2024**. 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, Statement of Qualifications and Section 3 Certification form requests (i.e., request for Section 3 preference) can be made by contacting Amanda Hill at [ahill@cityofashburn.net](mailto:ahill@cityofashburn.net) or by calling (229) 567-3431. Proposal packages should be submitted to the name and address listed below:

**CITY OF ASHBURN**  
**Attn: Daryl Hall**  
**P.O. Box 766**  
**259 East Washington Ave.**  
**Ashburn, GA 31714**



The sealed envelope shall be clearly marked “**FY2024 CDBG – Engineering SOQ**”