

## REQUEST FOR QUALIFICATIONS ENGINEERING SERVICES

The city of Thomson is seeking an engineering firm or individual engineer to provide engineering and design services for its Community Development Block Grant application. The award of the engineering contract for this project is contingent upon the grant being funded by the Georgia Department of Community Affairs. Responding firms should be technically qualified and licensed to provide design and inspection services for local state and federally funded projects including engineering services and programs.

Procedures for selection of an individual/firm will be in accordance with the RFQ package and local procurement requirements, as well as the requirements of the Uniform Administration Requirements (“the common rule”) 24 CFR Part 85.36 and the Georgia Community Development Block Grant Program Recipients Manual. This is a Section 3 contract opportunity. This project is covered under the requirements of Section 3 of the HUD Act of 1968.

The City reserves the right to request additional information from any consultant submitting under this RFQ if the City deems such information necessary to further evaluate the consultant’s qualifications. The City reserves the right to interview any consultant submitting under this RFQ. The City reserves the right to waive informalities and minor irregularities in submittals and reserves the sole right to determine what constitutes informalities or minor irregularities. Consultants shall be responsible for all costs associated with consultant’s submittal.

The City reserves the right, in its sole discretion, to reject all submissions, reissue a subsequent RFQ, terminate, restructure or amend this procurement process at any time. Evaluation criteria contained herein shall be used in evaluating qualifications. The City may contact any consultant after receiving its submittal to seek clarification of any portion thereof. The City reserves the right to request additional information from any consultant if the City deems such information necessary to further evaluate the consultant’s qualifications. In the event the City elects to negotiate a contract with a selected consultant, the City reserves the right to negotiate such terms and conditions of the contract, including, but not limited to scope, role, price, and staffing which may be in the best interests of the City.

All qualifications will be evaluated in terms of project approach, timing, experience, quality of work, and capacity of performance. Past performances on local government construction projects will be assessed in terms of timeliness, completing work within budget, and quality of work.

Interested parties are invited to secure a Request for Qualifications package by calling Sydney Stouffer, Planning/Development Specialist, 706-210-2014 or emailing [sstouffer@csrarc.ga.gov](mailto:ssouffer@csrarc.ga.gov).

Requests for Qualifications are due no later than 11:00 AM, December 18, 2023. Proposals submitted by mail should be addressed: Sydney Stouffer, CSRA Regional Commission, 3626 Walton Way Ext. Suite 1, Augusta, GA 30909. Request for Qualifications received after 11:00 AM, December 18, 2023, will not be considered.

The city of Thomson reserves the right to accept or reject any or all proposals. The city of Thomson is an Equal Opportunity Employer.

Kenneth L. Usry  
Mayor



## REQUEST FOR QUALIFICATIONS ENGINEERING SERVICES

Background: The city of Thomson is in the process of applying for a Community Development Block Grant Application for funding to assist with multi-infrastructure improvements.

The City is seeking an engineering firm with broad experience to provide design and construction supervision for this project that will utilize funds primarily from the CDBG grant program, if awarded. These grants are funded by the federal government and administered at the state level by the Georgia Department of Community Affairs. Therefore, all activities must be performed in strict adherence to applicable federal and state regulations. All project activities will be coordinated with the City Clerk, and the Mayor and City Council of Thomson.

Project Title for Identification Purposes: City of Thomson CDBG Application

Scope: The initial work documents required of the selected firm will consist of the preparation of comprehensive engineering plans, including cost estimates. These must be prepared in close communication with the city of Thomson. The contact for the project is Sydney Stouffer, who can be reached at (706) 210-2014 or by e-mail at [sstouffer@csrarc.ga.gov](mailto:sstouffer@csrarc.ga.gov)

The following engineering services must be provided at a minimum:

1. Preparation of final design, plans, and specifications.
2. Securing all necessary permits and clearances as applicable to comply with state and federal mandates. For this project the engineering will be required to provide engineering plans/drawings showing all dimensions drawn to current engineering standards and the required plans for the contractor to apply for permits.
3. Preparation of bid and contract documents, including advertising and bidding procedures, holding the bidders conference, bid openings, and evaluations.
4. Post-award services, including securing the construction firm's certifications and review of specifications, warranties, operation manuals, and as-built drawings.
5. Construction services including supervision/administration of construction, review of payment requests, change orders, and other coordination with the construction firm. Periodic construction review (at least one visit per week during regular working hours) and other work as required in assuring proper execution of the work. Periodic construction review must ensure that the construction firm's methods of construction provides for the same.
6. Construction close-out, final inspection, project certification, and coordination with the city of Thomson and the CSRA Regional Commission to provide periodic updates to satisfy CDBG program requirements.

### **Schedule**

To be considered, 3 hard copies of the Request for Qualifications proposals must be received no later than 11:00 AM, December 18, 2023. Proposals submitted by mail should be addressed: Sydney Stouffer, CSRA Regional Commission, 3626 Walton Way Ext. Suite 1, Augusta, GA

30909. Request for Qualifications received after 11:00 AM, December 18, 2023, will not be considered.

Questions pertaining to the RFQ must be submitted to Sydney Stouffer by email [stouffer@csrarc.ga.gov](mailto:stouffer@csrarc.ga.gov) before 4:00 pm on December 1, 2023.

In addition to the requirements set forth in the Request for Qualifications, the selected engineering firm will be required to submit a completed Preliminary Engineering Report no later than 5:00 p.m. on February 16, 2024. No fee will be charged for the Preliminary Engineering Report. The selected engineering firm will work with the CSRA Regional Commission to provide all information necessary to meet the Community Development Block Grant application deadline of April 5, 2024.

### **Proposal Contents**

Responses are to be returned to the CSRA Regional Commission where an initial evaluation of the proposals will be completed. Those evaluations will be submitted to the city of Thomson for final selection.

Respondents are requested to include letterhead pages immediately behind the cover letter that briefly, directly, and exactly answers the following evaluation criteria questions:

1. Your firm's experience, particularly with CDBG grants as well as other grant projects. References must include the names and telephone numbers of local governments, personnel involved, and a brief description of the projects (MUST INCLUDE THE NAME OF PROJECT, OWNER, YEAR AWARDED, YEAR COMPLETED, AND AMOUNT AWARDED).
2. Your firm's prior experience with the city of Thomson.
3. At a minimum, the engineering firm's proposal should also provide the following information:
  - a. A brief history of the engineering firm and its principal personnel including resumes of the principals.
  - b. The length of time the firm has been providing the specific kind of engineering services requested herein.
  - c. Has your firm defaulted on a contract or failed to complete any work awarded, or been involved in work related litigation?
  - d. The name(s) and professional experience of the firm's key personnel who will be assigned to this project. Firm must also state how much direct experience the personnel assigned to this project has had with CDBG-funded projects.
  - e. Cost schedules for general services, in addition to cost schedules for additional services.
  - f. Fees for reimbursable expenses, if applicable.
  - g. The firm must provide a professional services contract. (Note: The contract will be written as "direct costs plus a fixed fee, not to exceed a lump sum." If the engineering firm is contracted for the project, the contract must include additional clauses pertaining to federal regulations that will be supplied by the CSRA Regional Commission). The firm should also include the percentage fee that it

normally charges for design and construction supervision on this size project and a list of other services included under the contract.

- h. A proposed plan to implement the project.

### **Selection**

Procedures for selection of an individual/firm will be in accordance with the RFQ package and local procurement requirements, as well as the requirements of the Uniform Administration Requirements (“the common rule”) 24 CFR Part 85.

All qualifications will be evaluated in terms of project approach, quality of work, experience, capacity to perform, mobility, and project familiarity. Past performance on other projects may also be assessed in terms of timeliness, completion within budget, and other factors.

### **Section 3**

This is a Section 3 contract opportunity. This project is covered under the requirements of Section 3 of the HUD Act of 1968. This project must ensure that employment and other economic opportunities generated by CDBG funds shall, to the greatest extent feasible, and consistent with federal, state and local laws and regulations, be directed toward low and very low-income persons, particularly those who are recipients of government funding for housing, and to business concerns which provide economic opportunities to low and very low-income persons in coordination with the Section 3 provisions of the Housing and Urban Redevelopment Act of 1968 – 24CFR Part 135. Completed Section 3 packet is required with the RFQ submittal.

### **Fair Housing**

This project must affirmatively further fair housing, take steps to analyze impediments to fair housing choice in the city of Thomson, and take steps to overcome any identified impediments in efforts to promote fair housing for county residents.

### **Section 504**

This project must ensure that no qualified individual with a disability shall, by reason of such disability, be excluded from the participation in or be denied the benefits of services, programs, or activities of a public entity, or be subjected to discrimination of any such entity as prescribed by law in the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794, as amended.

### **Disclaimer**

The city of Thomson reserves the right to accept or reject any or all proposals. The city of Thomson is an Equal Opportunity Employer.

**Georgia Department of Community Affairs  
60 Executive Park South, NE, Atlanta, GA 30329**

## **Mandatory Section 3 Solicitation Package**

This mandatory solicitation package has been developed in accordance with DCA's Section 3 Policy for Covered HUD Funded Activities. DCA encourages all recipients, sub-recipients, contractors, and sub-contractors to review this policy prior to completion of the solicitation package. For those awards that meet the applicable Section 3 thresholds, this package must be returned in accordance with the applicable instructions to the contracting entity prior to award **or at the time of submission of a bid/proposal in order to claim a Section 3 preference**. The Section 3 Clause, required forms, and instructions are included in this package.

All Recipients and Sub-recipients of Section 3 covered Assistance (including but not limited to contractors, sub-contractors, developers, grantees, CHDOs, non-profits, and local government entities) are subject to compliance with regulations in 2Part 75.

Additional provisions for Housing and Community Development Financial Assistance.

### **§ 75.19 Requirements.**

(a) Employment and training.

(1) To the greatest extent feasible and consistent with existing federal, state, and local laws and regulations, recipients covered by this subpart shall ensure that employment and training opportunities arising in connection with Section 3 projects are provided to Section 3 workers within the metropolitan area (or nonmetropolitan county) in which the project is located.

(2) Where feasible, priority for opportunities and training described in paragraph (a)(1) of this section should be given to:

- (i) Section 3 workers residing within the service area or the neighborhood of the project, and
- (ii) Participants in YouthBuild programs.

(3) Contracting.

(1) To the greatest extent feasible and consistent with existing, Federal, state, and local laws and regulations, recipients covered by this subpart shall ensure contracts for work awarded in connection with Section 3 projects are provided to business concerns that provide economic opportunities to Section 3 workers residing within the metropolitan area (or nonmetropolitan county) in which the project is located.

(2) Where feasible, priority for contracting opportunities described in paragraph (b)(1) of this section should be given to:

(i) Section 3 business concerns that provide economic opportunities to Section 3 workers residing within the service area or the neighborhood of the project, and

(ii) YouthBuild programs.

***Any bid/proposal claiming a preference must include the completed and signed Section 3 Self-Certification and Action Plan and the Section 3 Business Concern Self Certification, and be submitted by the bid/proposal deadline.***

The following Section 3 forms must be completed and returned prior to contract execution:

- Section 3 Self Certification and Action Plan
- Previous Section 3 Compliance Certification
- Assurance of Compliance Certification

Additionally, if the contractor is claiming certification as a 51% owned by low or very low-income residents or is certifying as a 75% workforce, the Resident Self-Certification and Skills Data Form must be returned for all employees who meet the low- or very low-income requirement as well as the appropriate Section 3 Business Certification.



**I am Certifying as a Section 3 Business Concern and requesting Preference accordingly (Select only One Option):**

Option 1

- A business claiming status as 51% or more owned and controlled by low or very-low income persons

Option 2

- Over 75% of the labor hours performed for the business over the prior three-month period are performed by Section 3 workers

Option 3

- 51% or more owned and controlled by current residents of public housing or Section 8-assisted housing

**Business Concern Affirmation**

I, affirm that the above statements of this form in its entirety are true complete and correct to the best of my knowledge and belief. I understand that businesses who misrepresent themselves as Section 3 business concerns and report false information to insert name of recipient/grantee may have their contracts terminated as default and be barred from ongoing and future considerations for contracting opportunities. Thereby certify under penalty of law that the following information is correct to the best of my knowledge.

.Print name:

Signature: Date:

Certification expires within six (6) months of the date of signature

Information regarding Section 3 Business Concerns can be found at 2 Part 75.5

\_\_\_\_\_

\_\_\_\_\_

**FOR ADMINISTRATIVE USE ONLY**

- Yes the business a Section 3 business concern based upon their certification

**EMPLOYERS MUST RETAIN THIS FORM IN THEIR SECTION 3 COMPLIANCE FILE FOR FIVE YEARS.**

**I am NOT Requesting Preference under Section 3:**

- I am **NOT** certifying as a qualified Section 3 Business Concern and I am not requesting a preference. However **if I do trigger the regulation by doing any sub-contracting or hiring, I will comply by meeting all requirements of DCA's Section 3 policy and am** committing to do the outreach as specified below.

**Check all methods you will employ to secure Section 3 Residents/Businesses**

Posting the position/contract opportunity in community sources that are generally available to low income residents and Section 3 Businesses and the general public is a standard requirement. **Check at least three (3) methods you will employ:**

- The local community newspaper
- The most widely distributed newspaper
- Company or agency website
- The management office of the local housing authority, or homeless service agency, or local low income housing community
- Local Workforce Board (i.e., Department of Labor)
- Local office of the Georgia Division of Family and Children Services
- Local office of the Georgia Department of Public Health
- Dodge Room <http://www.construction.com/dodge/dodge.asp>
- Other locations identified below and subject to DCA approval:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Initial here to confirm selection of this option

Signature: \_\_\_\_\_

Printed/Typed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Notarial Affidavit**

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
*Signature of Notary Public*

\_\_\_\_\_  
*Printed Name of Notary Public*

Commission Expiration Date: \_\_\_\_\_

*(Notarial Seal)*





**Required Submittal - Assurance of Compliance Certification  
Section 3 Action Plan  
Housing and Urban Development Act of 1968  
(12 U.S.C. 1701 U)**

**Contract/Solicitation Name or Number:**

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**DCA Funding**

**Program:** \_\_\_\_\_

**Entity Receiving DCA Funding Award:** \_\_\_\_\_

**Purpose:** To ensure that regulations promulgated under 24 CFR Part 75 Employment Opportunities for Businesses and Lower Income Persons in Connection with Assisted Projects and the Section 3 Policy of DCA, its recipients, sub-recipients and contractors to the greatest extent feasible is adhered to, and to serve as the “assurance of compliance” certification and action plan as required in the bid documents, supplemental general conditions, and required forms for the contract for any HUD work funded by DCA.

**Description of the project’s work detail:** The project work will be as listed in the final scope of work in the contract with DCA, its recipients, sub-recipients and contractors including any change orders. List all known subcontractors below:

**Subcontractor(s):** \_\_\_\_\_

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**Subcontractor(s):** \_\_\_\_\_

**Subcontractor(s):** \_\_\_\_\_

**Subcontractor(s):** \_\_\_\_\_

**Subcontractor(s):** \_\_\_\_\_

*Use an additional sheet if required.*

*Note: If subcontractors are unknown at this time, print UNKNOWN on the line above. Also, the contractor must notify DCA or recipient or sub-recipient if subcontractors are added or changed during the contract. Any changes to this certification requires a resubmission of this form to DCA or recipient or sub-recipient.*

**Preliminary Statement for Work Force Needs:**

DCA intends to meet Section 3 compliance at the highest level and it is our intent to identify any short-term and long-term employment or contracting opportunities for qualified Section 3 workers and Business Concerns during the course of the contract funded by DCA via its recipients or sub-recipients and contractors. Please list the status of all planned employment positions and opportunities for this contract. **Preference for all opportunities must be given to low and very low-income residents if they qualify. If awarded a contract, regardless of whether your firm has elected a preference, you are required to provide a list of your aggregate workforce on this project. Any changes to that workforce during the project will constitute NEW hires. You must notify DCA, its recipient, sub-recipient or contractor (respectively) overseeing your contract of any new hire opportunities that arise during the life of your contract.** The *anticipated workforce list may be provided on a separate sheet or in a different format.*

<u>List All Employees</u>	<u>Date Hired</u>	<u>Section 3 Worker (Yes/No)</u>	<u>Job Title/Trade</u>	<u>Salary Range</u>
Name: Address: City, ZIP:				
Name: Address: City, Zip Code:				
Name: Address: City, Zip Code:				
Name: Address: City, Zip Code:				

Use additional pages as needed.

**“To the Greatest Extent Feasible”:**

The Contractor has identified \_\_\_ # of **OPEN** positions with respect to this contract. The positions are filled by the \_\_\_\_\_ (Position title) of the Contractor.

Should the scope of work or duties of the contractor change to a degree requiring a modification of the work force needs, the contractor shall put forth a reasonable effort to fill vacant positions with eligible Section 3 workers.

**Documentation of “To the Greatest Extent Feasible”:**

The contractor will work with DCA, its recipients, sub-recipients, and contractors staff to notify residents of any opportunities afforded under the contract. The contractor will partner with DCA, its recipients, sub-recipients, and contractors by giving preference of any employment opportunities to the Section 3 persons or businesses.

The contractor shall recruit or attempt to recruit from the Section 3 service area the necessary number of low-income and very low-income residents and Section 3 businesses, as applicable. The contractor must also document their recruiting efforts and any impediments to compliance with DCA’s Section 3 policy and the requirements of this solicitation package. This documentation must be submitted to the recipient or sub-recipient.

1. DCA, its sub-recipients and contractors shall: Maintain a list of all low-income area residents who have applied, either on their own or from referral from any source, and employ such person if otherwise eligible and if a trainee vacancy exists.
2. Conduct solicitation in accordance with DCA’s Section 3 policy and the requirements outlined in the solicitation package.

The contractor shall review all employment applications and determine if low-income and very low-income residents or Section 3 businesses meet minimum hiring or contracting qualifications. If these applicants meet such minimum qualifications, but are not hired due to lack of employment opportunities or for other reasons, they will be placed on a priority list and offered positions/contracts upon the occurrence of the first available appropriate opening.

**Utilization of Section 3 Businesses Located Within the service area or neighborhood of the project:**

The recipient, sub-recipient or contractor does \_\_\_ does not \_\_\_ intend to subcontract any of the work identified in the scope of work cited in the bid specifications, scope of work or General Conditions. Should the scope of work or needs of the contractor change, the contractor shall, to the greatest extent feasible, shall ensure contracts for work awarded in connection with Section 3 projects are provided to business concerns that provide economic opportunities to Section 3 workers residing within the metropolitan area (or nonmetropolitan county) in which the project is located.

**Record Keeping:**

The recipient, sub-recipient, contractor or subcontractor, as applicable, shall maintain on file all records related to employment and job training of low-income and very low-income residents or other such records, advertisements, legal notices, brochures, flyers, publications, assurances of compliance from sub-contractors, etc., in connection with this contract. If a report is needed in the future, the recipient,

sub-recipient, contractor or subcontractor, as applicable, agrees to provide all records upon request. The contractor shall, upon request, provide such records or copies of records to HUD, DCA, their recipients, sub-recipients, contractors, staff, or agents. Records shall be maintained for at least three (3) years after the close of the contract.

**Reports:**

The recipient, sub-recipient or contractor shall provide reports as required in connection with the contractor specifications. All certified and regular payrolls shall clearly detail which employees qualify under Section 3. The U.S. Department of Housing and Urban Development (HUD) requires that recipients of federal funds capture record and report the total number of labor hours the total amount of Section 3 worker hours and the total amount of Section 3 Target worker hours.

**Certification:**

The recipient, sub-recipient or contractor will certify that any vacant employment positions, including training positions that filled:

- 1) After the recipient, sub-recipient or contractor is selected but before the contract is executed, and
- 2) With persons other than those to who the regulations of 24 CFR Part 75 require employment opportunities to be directed, were not filled to circumvent the subcontractor's obligations under 24 CFR Part 75.

**Grievance and Compliance:**

The recipient, sub-recipient, contractor or subcontractor hereby acknowledges that they understand that any low-income and very low-income resident of the project area, for him/her or as representatives of persons similarly situated, seeking employment or job training opportunities in the project area, or any eligible business concerns seeking contract opportunities may file a grievance if efforts to the greatest extent feasible were not executed. The grievance must be filed with HUD not later than one hundred eighty (180) calendar days from the date of the action (or omission) upon which the grievance is based.

I attest that the information on the preceding pages is true and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title