

TOWN OF BRASELTON
REQUEST FOR QUALIFICATIONS AND PROPOSALS
PRELIMINARY ENGINEERING REPORT, DESIGN SERVICES AND
CONSTRUCTION ADMINISTRATION

Date: April 17, 2018

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), Environmental Report (ER), 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 Georgia Environment Finance Authority (GEFA), Economic Development Administration (EDA) Projects, Appalachian Regional Commission (ARC) Projects and any other federally funded project in compliance with CFR 200 for Procurement. 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 Town with the Preliminary Engineering Report, Environmental Report, Design Services and Construction Administration Services for an EDA Project related to sanitary sewer system expansion including gravity lines, force mains and pumping stations. Submitting firms will be re-considered, on a project by project basis, should future federally funded opportunities arise in the next 24-month period.

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, ARC, 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) Errors and Omissions Insurance, please provide a copy.**
- 8) Statement of Qualifications Form**

The Town of Braselton abides by all Federal and State requirements as they relate to hiring and procurement including but not limited to: 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 prior to preparing and submitting their proposal. Proposals should be received no later than **5:00 PM on May 30, 2018**. 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 form requests and proposal packages should be submitted to the name and address listed below:

Ms. Jennifer Scott, Town Manager
jscott@braselton.net
Town of Braselton
P.O. Box 306
Braselton, GA 30517
706 654 5720

