

***Cook County Board of Commissioners
1200 South Hutchinson Avenue
Adel, Georgia 31620
(229) 896-2266***

September 6, 2023

REQUEST FOR PROPOSALS FOR ENGINEERING SERVICES

Cook County is requesting qualifications and proposals for selection of an Engineering Firm to provide pre- and post-award services for various community and economic development projects. Pre- and post-award services will include, but are not limited to, preparing preliminary engineering report, planning, design, cost estimating, bidding, contracting, construction oversight, quality control, and project closeout. The County is in dire need of Public Infrastructure Improvements, including, but not limited to street paving, and/or drainage, and is considering applying for federal and/or state funding for Community Development Block Grant (CDBG) Annual Competition, Mitigation (MIT), Employee Incentive Program (EIP), Redevelopment Fund (RDF), and/or Immediate Threat and Danger (ITAD) funds through the Georgia Department of Community Affairs (DCA).

Selection of an Engineer for the project will be based on qualifications as they relate to community and economic development needs. All contracts are subject to Federal and State contract provisions prescribed by the Georgia DCA. Selection could allow your firm to provide pre- and post-award Engineering Services for future community and economic development projects for a limited time period based on the funding of the grant.

Firms interested in submitting proposals for this project are asked to contact Randy Lane at 1200 S. Hutchinson Avenue, Adel, Georgia 31620, (229) 896-2266 to request the Statement of Qualifications Form, the Section 3 Forms (*Only Submit with your Proposal if you are claiming Section 3 Status*), and the RFP scoring criterion. Your firm will be asked to mail your reply to the following:

Cook County Board of Commissioners
Attn: Randy Lane, County Manager
1200 South Hutchinson Avenue
Adel, Georgia 31620
(229) 896-2266

Proposals mailed to or received at any location other than the above address will not be accepted. Proposals must be received at the above address ***no later than 4:00 p.m. on Friday, September 22, 2023***. **No** proposals will be accepted after this time and date. Cook County reserves the right to accept or reject any and all proposals and to waive informalities in the proposal process.

Cook County is committed to Affirmatively Further Fair Housing. This project is

covered under the requirements of Section 3 of the HUD Act of 1968. This contract opportunity is a Section 3 Covered Contract. Section 3 Business Concerns are encouraged to apply. Cook County 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. Cook County is committed to providing all persons with equal access to its services, programs, activities, education and employment regardless of race, color, national origin, religion, sex, familial status, disability or age.

Request For Proposals
Cook County
Page Two

Selections will be based on qualifications, timeframes, and monies, as they relate to the following. **However, your firm is encouraged to request the Statement of Qualifications form and the RFP scoring criterion.** Scoring of RFP's will be as follows: Poor (1 point), Fair (2 points), Good (3 points), and Excellent (4 points).

QUALIFICATIONS AND TIME FRAMES:

- Years in Business in Present Form.
- Firm's History and Resource Capability to Perform Required Services.
- Firm's knowledge of the community.
- Titles, Names, and Addresses of all Officers.
- List categories in which firm is legally qualified to do business. Include Licenses and Registrations where applicable.
- Does your firm carry errors and omissions insurance?
- Will your firm be able to provide necessary documentation for the application, including preliminary engineering reports, maps, and cost estimates as per CDBG application requirements if your firm is selected as project engineer?
- Can your firm meet the draft PER deadline of no later than 30 days after selection as project engineer?
- Has your firm been involved in applying for funds through DCA's Community Development Block Grant (CDBG) 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.

- If your firm is selected for this project, and the grant is approved, what timeframe do you feel you will need to have final plans and specifications ready for approval by any and all applicable agencies? Please provide this information in months, such as 3 months after Notice of Award of all grants, etc.
- List key personnel (with qualifications) likely to be involved on these projects and explain their specific role in CDBG work.
- List three (3) references for the Firm.
- Are you a Section 3 Business Concern?

COST:

Please provide a specific cost estimate of what you will charge the County to provide Engineering services for this project from start to final close-out, to include but not limited to the following:

- Cost estimates
- Preparation of Plans and Specs and Final Design
- Surveying, for application purposes and for final project, if funded
- Bid Documents
- Assistance in Bid Opening
- Perform Bid Analysis
- Management of Contractor Performance, Inspections, Preparation of Change Orders, and Approval of Contractor's Request for Payments
- Prepare and submit all required Reports and Documentation to DCA
- If you are awarded the design, bid phase, and inspection for this project, what would your fee be?
- Does your firm charge for the preliminary engineering report (PER)? If yes, what would the charge be?

Please be sure to state all costs in your proposal.

If you have any questions pertaining to this RFP, please contact Randy Lane, County Manager at 229-896-2266, Ext. 1225 or randy.lane@cookcountygga.us

cc: Cook County CDBG File
SGRC Procurement File