CITY OF PELHAM
REQUEST FOR PROPOSALS
ENGINEERING GRANT SERVICES

The City of Pelham is considering seeking funds from the Georgia Department of Community Affairs (DCA) Fiscal Year 2027 Community Development Block Grant (CDBG) Program, to include regular round CDBG funds. The City of Pelham is requesting statements of qualifications and proposals from Engineers with a strong record in successfully assisting local governments with the implementation of CDBG projects, both in planning and design and project follow-thought. The City of Pelham is considering the development of a project to make Water System Improvements.

This 2027 procurement action may also lead to additional contracts and/or contract addendums for planning, design, and other related services. If the grant was awarded, the selected Engineering firm would be guaranteed the contract for Engineering services.

The information which should be submitted for our evaluation is as follows:

1) **History of firm and resources**
2) **CDBG/EIP/RDF experience, including other DCA grant programs**
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. The draft PER would be needed to the Town no later than March 19, 2027.**
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.)***
11) **Unique Entity Identifier (UEI) number, if available**

All contracts are subject to Federal and State contract provisions prescribed by the Georgia Department of Community Affairs. This 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.

City of Pelham *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 Engineering Barriers Act of 1968 and the Build America Act (BABA).*

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 Monday, December 28, 2026**. 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), and proposal packages should be submitted to the name and address listed below:

Lisa Austin, City Clerk
City of Pelham
108 Hand Avenue
Pelham, GA 31779
(229) 294-7900
laustin@cityofpelhamga.com

EQUAL HOUSING OPPORTUNITY