

**City of Pelham
108 Hand Avenue West
Pelham, GA 31779
Ph: (229) 294-7900**

May 22, 2024

REQUEST FOR PROPOSALS FOR ENGINEERING AND GRANT/LOAN ADMINISTRATION SERVICES

The City of Pelham is requesting qualifications and proposals for selection of an Engineering Firm to provide post-award services for water and/or sewer infrastructure projects funded by the American Rescue Plan Act (ARPA) State Fiscal Recovery Fund (SFRF) from the Governor's Office of Planning and Budget (GA OPB) and Georgia Environmental Finance Authority (GEFA). Post-award services will include, but are not limited to, planning, design, cost estimating, bidding, contracting, construction oversight, quality control, grant administration, and project closeout.

Firms interested in submitting proposals for this project are asked to contact Christian Drake, City Manager, 108 Hand Avenue West, Pelham, GA 31779, (229) 294-7900, to request the RFP scoring criterion. Your firm is asked to mail your reply to the following:

**Christian Drake, City Manager
City of Pelham
108 Hand Avenue West
Pelham, GA 31779**

Proposals must be received at the above address no later than **11:00 AM on Friday, June 21, 2024**. No proposals will be accepted after this time and date. Proposals mailed to or received at any location other than the above address will not be accepted. The City of Pelham reserves the right to accept or reject any and all proposals and to waive informalities in the proposal process.

Information which should be submitted for our evaluation is as follows: 1) History of firm and resources; 2) Federal grant experience; 3) Key personnel/qualifications; 4) Scope and level of service proposed; 5) Experience with similar projects and list of references; 6) Experience with the City of Pelham; 7) Fees and/or Percentages (if any) associated with the Design, Construction Management and Grant Administration Services; 8) Errors and Omissions Insurance; 9) Statement of Qualifications Form. All contracts are subject to Federal and State contract provisions prescribed by the American Rescue Plan Act State Fiscal Recovery Fund and the Georgia Environmental Finance Authority (GEFA).

CITY OF PELHAM
ENGINEERING AND GRANT/LOAN ADMINISTRATION STATEMENT OF QUALIFICATIONS

Name of Firm: _____

Address: _____

1. Years in business in present form: _____

2. Firm's history and resource capability to perform required services: _____

3. Firm's knowledge of the City: _____

4. Titles, names, and addresses of all officers: _____

5. List categories in which firm is legally qualified to do business. Include licenses and registrations where applicable. _____

6. Does your firm carry errors and omissions insurance? _____

7. Will your firm be able to provide necessary documentation for the grant, including cost estimates, preparation of plans and specifications, bid documents, assistance in bid opening, bid analysis, contract management, construction inspection, pay request review, and grant management to include preparation and submittal of documents to GA OPB and/or GEFA? _____

8. Has your firm been selected previously to provide engineering and grant administration services for a Federal Grant 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.

9. List key personnel (with qualifications) likely to be involved on this project and explain their specific role in the work. _____

10. List three (3) references for the Firm.

**CITY OF Pelham
 QUALIFICATION EVALUATION FORM
 GEFA**

NAME OF FIRM: _____

FIRM ADDRESS: _____

Evaluate the Engineer and/or Engineering Firm based on the points assigned to each of the following selection criterion. Scoring of RFPs will be as follows:

Poor 1	Fair 2	Good 3	Excellent 4
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CRITERION	POINTS ASSIGNED
1. Engineer and/or Engineering Firm's ability to supply all major disciplines necessary to perform the work.	_____
2. Engineer and/or Engineering Firm's experience with this type of construction.	_____
3. Engineer and/or Engineer Firm's knowledge of the community.	_____
4. Engineer and/or Engineer Firm's staff expertise.	_____
5. Engineer and/or Engineering Firm's experience with Federal Grant projects?	_____ _____
6. Engineer and/or Engineering Firm's Fee is reasonable.	_____ _____
TOTAL SCORE	_____

Firm carries Errors and Omissions insurance? Yes _____ No _____

COMMENTS:

Name of Reviewer: _____ Date of Review: _____