

**REQUEST FOR QUALIFICATIONS
ENGINEERING SERVICES
CITY OF FORSYTH**

Background

The City of Forsyth has applied for and received grant funds to assist with the redevelopment of the James Street neighborhood. This neighborhood consists of three blocks including the roads of James Street, College Street, Benjamin Street, and Tribble Street. The project area is located adjacent to the Tift College Campus which has recently become the new headquarters for the Georgia Department of Corrections. Efforts will assist approximately 54 low-to-moderate income persons in this neighborhood.

The City of Forsyth is seeking an engineering firm with broad experience to provide design and construction supervision for this project that will utilize funds primarily from Community Development Block Grant funds. This grant was funded by the Georgia Department of Community Affairs. Therefore, all activities must be performed in strict adherence to applicable state and federal regulations. All project activities will be coordinated with grant administrator, Mr. Chan Layson of the Middle Georgia Regional Development Center.

Specifically, engineering services are requested for design and construction management to widen roadways throughout the project area, installation of water/sewer lines, and installation of a stormwater drainage system. Services will also include oversight of all project deliverables.

Scope

The initial work documents required of the selected firm will consist of the preparation of comprehensive engineering plans including cost estimates for installation of water/sewer lines, and installation of a stormwater drainage system. These must be prepared in close communication with the City of Forsyth. The contact for the project is Chan Layson, located at 175-C Emery Highway 31217 and can be reached Monday through Friday (8:00-5:00) by phone 478-751-6160.

The following engineering services must be provided at a minimum:

1. Preparation of final design, plans, and specifications;
2. The securing of all necessary permits and clearances as applicable to comply with state and federal mandates;
3. The 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, review of specifications, warranties, operation manuals, and as-built drawings;
5. Construction services including supervision of construction, review of payment request, change orders, and other coordination with the construction firm. Periodic construction review (at least one visit per week during regular working hours after construction begins) and other work as required assuring proper execution of project deliverables. 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;
7. Coordination with the City of Forsyth, Monroe County, and the Georgia Department of Corrections to provide periodic updates to satisfy CDBG requirements.

Schedule

The City of Forsyth intends to select an engineering firm at a regularly scheduled meeting on November 4, 2008. To be considered, proposals must be received by 10:00 a.m. on November 3, 2008 at Alderman Hall, Attn: Ms. Laurie Pippin, 68 North Lee Street in Forsyth, Georgia 31029. All proposals must be sealed and should be clearly labeled. The successful respondent will be notified by telephone on or before November 5, 2008, and also notified in writing.

Proposal Contents

Responses are to be returned to Alderman Hall where an initial evaluation of the proposals will be completed. Those evaluations will be submitted to the Forsyth City Council for final selection.

Respondents are requested to include one letterhead page 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. Please refer to specific pages in the proposal that answer each category of experience.
2. Your firm's prior experience with the City of Forsyth. Please refer to specific pages in the proposal that answer each category of experience.
3. References. Please refer to specific pages in your proposal.

At a minimum, the engineer's proposal should also provide the following information:

1. A description of the firm's experience with CDBG funded projects. References must include the names and telephone numbers of local governments, personnel involved, and a brief description of the projects;
2. A brief history of the engineering firm and its principal personnel including resumes of the principals;
3. The length of time the firm has been providing the specific kind of engineering services requested herein;
4. 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 have with CDBG funds;
5. The firm's knowledge and experience with the infrastructure redevelopment, particularly the City of Forsyth project as well as prior experience working with the department of corrections;
6. The firm must provide a professional services contract.
7. A proposed plan to implement the project;
8. A written release authorizing any and all investigations necessary.

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, completing within budget, and other factors.

Disclaimer

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