

CITY OF FORSYTH, GEORGIA
REQUEST FOR QUALIFICATIONS (RFQ)
Engineering Services
GEFA WIIF Grant Program

Issue Date: Wednesday, July 22, 2026

RFQ Due: Friday, August 21, 2026 @ 11:00 AM

The City of Forsyth, Georgia is soliciting Statements of Qualifications (SOQs) from qualified engineering firms licensed to practice in the State of Georgia to provide professional engineering services associated with the Georgia Environmental Finance Authority (GEFA) Water Infrastructure Improvement Fund (WIIF) Grant Program and other grant/loan programs.

The selected firm will assist the City with project development, grant coordination, engineering study and project closeout, as applicable.

Selection will be made in accordance with GEFA Qualifications-Based Selection (QBS) requirements and applicable Georgia procurement laws. Should you have any questions concerning the proposal documents, you may contact Alex Smith, City Project Manager, by email at asmith@cityofforsyth.com

1. Project Description

The City anticipates applying for WIIF funding for water and/or wastewater infrastructure improvements. The final scope of work may include:

- Preliminary engineering
- Field investigations
- Surveying (if required)
- Environmental and regulatory permitting
- Cost estimating
- Assistance with GEFA funding requirements
- Project closeout

The City reserves the right to modify the scope based upon funding availability.

2. Minimum Qualifications

Interested firms shall:

- Be licensed to provide engineering services in Georgia.
 - Have demonstrated experience with municipal water and wastewater projects.
 - Have experience with GEFA-funded projects.
 - Have adequate staff available to complete the project within required schedules.
 - Maintain professional liability insurance.
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3. Statement of Qualifications

Submittals should not exceed 20 pages and should include:

A. Firm Overview

- Company history
- Office locations
- Primary contact

B. Team

- Project Manager
- Key personnel
- Georgia registrations

C. Relevant Experience

Provide descriptions of no more than five similar municipal projects completed within the last five years, emphasizing:

- GEFA-funded projects
- Water system improvements
- Wastewater improvements
- Grant-funded infrastructure

D. Project Approach

Describe your understanding of the City's needs and your proposed approach.

E. References

Provide three municipal references.

4. Evaluation Criteria

The City intends to evaluate qualifications using the following criteria:

Criteria	Points
Relevant Municipal Experience	35
GEFA Funding Experience	25
Qualifications of Project Team	20
Project Approach	10
References	10

Total: **100 Points**

The City reserves the right to interview the highest-ranked firms if deemed necessary.

5. Selection Process

This procurement is qualifications-based.

No fee proposal shall be submitted with the Statement of Qualifications.

After the City selects the highest-ranked firm, the City will negotiate a scope of work and fee. If negotiations are unsuccessful, negotiations will be terminated and initiated with the next highest-ranked firm. This follows GEFA's required QBS process.

6. Submission Requirements

Sealed bids are due no later than 11:00 am on Friday, August 21, 2026. Proposals received after the due date and time will not be considered. Sealed bids will be opened

at 11:00 am, Friday, August 21, 2026, and read in the Council Chambers of City Hall, located at 23 E Main St, Forsyth, Georgia 31029.

The following submission materials are required”

Submit:

- One (1) original
- Three (3) copies
- One electronic PDF

Deliver to:

City of Forsyth
Attn: Alex Smith
23 East Main Street
Forsyth, Georgia 31029

Submittals must be received no later than

Date: August 21, 2026

Time: 11:00 am

Late submissions will not be accepted.

7. General Conditions

The City reserves the right to:

- Reject any or all qualifications.
- Waive informalities.
- Request additional information.
- Conduct interviews.
- Negotiate with the highest-ranked firm.
- Cancel this solicitation at any time.

All costs associated with preparing qualifications shall be the responsibility of the respondent.

8. Equal Opportunity

The City of Forsyth is an Equal Opportunity Employer and encourages participation by all qualified firms.