

**Lumpkin County, Georgia**  
**Request for Qualifications**  
**for Architectural and Related Grant Services**

The Board of Commissioners of Lumpkin County, GA has sought funds from the Georgia Department of Community Affairs Fiscal Year 2017 Community Development Block Grant Program, to include regular round CDBG, and/or EIP funds. The County is requesting statements of qualifications and proposals from Architects with a strong record in successfully assisting local governments with the implementation of CDBG projects, both in planning and design and project follow through. The County has developed a project to make improvements to the existing building, and to expand, the Lumpkin County Senior Center.

This 2017 procurement action may also lead to additional contracts and/or contract addendums for planning, design and other related services. All contracts are subject to Federal and State contract provisions prescribed by the Georgia Department of Community Affairs.

Some of the evaluation factors to be considered when selecting a firm are:

- 1) Qualifications and experience with regard to skills to be used on CDBG projects, including training, background, and list of current and past projects.
- 2) Fees associated with grant application development and administration.
- 3) Familiarity with the project and the community.
- 4) Scope and level of service provided, if selected.
- 5) Adherence to Section 3 Requirements. *(The DCA Section 3 Solicitation Package is a required component for all proposals. If your proposal fee is less than \$100,000, you should complete the "Do you use this Package?" Form, Page 1, ONLY and return with your response. If your proposal fee is \$100,000 or greater, you should complete the entire DCA Section 3 Solicitation Package, signed and notarized, and return with your response. Your response must include the applicable Section 3 documentation. Any response not containing the applicable Section 3 documentation will be considered non-responsive, and the response will be rejected. To acquire a Section 3 package, go to: [https://dca.ga.gov/sites/default/files/sec\\_3\\_solicitation\\_package\\_oct\\_2017.pdf](https://dca.ga.gov/sites/default/files/sec_3_solicitation_package_oct_2017.pdf) or to the Lumpkin County website [www.lumpkincounty.gov](http://www.lumpkincounty.gov) and look under [Bids & Solicitations](#)*
- 6) Completed Statement of Qualifications Form. Please include references, with contact numbers.

Proposals will be evaluated by a Selection Committee who will score the proposals on the evaluation factors listed. The Lumpkin County Board of Commissioners reserves the right to accept or reject any and all proposals and to waive informalities in the proposal process. The County is an Equal Opportunity Employer. Further in accordance with section 504 of the Rehabilitation Act of 1973, as amended, the County does not discriminate on the basis of handicapped status in the administration or operation of its programs.

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.

*The Lumpkin County Board of Commissioners 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 HCD 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.*

For consideration, interested firms must submit their proposals no later than 2:00 PM, May 7, 2018. Proposals submitted after that date will not be accepted. Questions and proposals pertaining to this action should be submitted to: Ryan McDuffie, Purchasing Agent, Lumpkin County Board of Commissioners, 99 Courthouse Hill, Suite D, Dahlonega, GA 30533.