

Attachment #1

PIERCE COUNTY
Request for Qualification and Proposals
Administrative & Related Grant Services
December 11, 2019

Pierce County is requesting statements of qualifications and proposal from consultants with a strong record in successfully assisting local governments with grant writing for and implementation of Community Development Block Grant (CDBG) programs. Responding firms should be qualified to provide grant administration and related services including, but not limited to: Preparation of the grant application; Preparation of the Environmental Review Record; Preparation of draw/disbursement requests; Assistance with financial administration of grant funds and record keeping; Assistance with holding public hearings; Assistance with any required acquisition following the Uniform Relocation Assistance and Real Property Acquisition Act (URA); Assisting the engineer/architect with preparation of bid documents, Advertising and Conducting the bid opening; Assisting Pierce County with Davis- Bacon and related labor requirements including weekly payroll review and employee interviews; Assisting the County with meeting Affirmatively Furthering Fair Housing (AFFH) requirements; and Preparation of close-out documents.

Pierce County plans are to contract with a reputable consulting firm for grant writing, and, if funded, for administration services, for a FY2020 CDBG project. The purpose of the project(s) is to assist the County in obtaining CDBG funds for a street and drainage improvements project that will better low-moderate income families within the specified target area.

Information which should be submitted for our evaluation is as follows:

- 1) History of firm and resources
- 2) CDBG experience, including other DCA grant programs
- 3) Capacity to complete scope of work
- 4) Current workload
- 5) Scope and level of service proposed
- 6) Experience with similar projects and list of references
- 7) Fees associated with grant writing, and grant administration, if the project is funded
Statement of Qualifications Form
- 8) Applicable Section 3 Certification forms, if claiming Section 3 Status

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.

Pierce County 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 Architectural Barriers Act of 1968.

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 2:00 PM on January 13, 2020. 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:

Amy Hitt, County Clerk
312 Nichols Street #5
Blackshear, GA 31516
(912) 449-2022



Attachment #2

GRANT ADMINISTRATION SAMPLE
RATINGS CRITERION
RFP Rating Score Sheet

Consultant's knowledge of CDBG guidelines and regulations. Years of experience

- 0 No Experience.
- 1 One to five years of combined experience with CDBG and other federal programs.
- 2 Six or more years of combined experience with CDBG and other federal programs.

Capacity to complete scope of work.

- 0 Concerns administrator does not have organizational capacity to complete scope of work
- 1 Administrator has average organizational capacity to complete scope of work
- 2 Administrator has exceptional organizational capacity to complete scope of work

Consultant's past performance. Check references.

- 0 Reference information is incomplete.
- 1 Three or less References are listed, with average recommendations
- 2 More than three references are listed, with strong recommendations

Consultant's experience in administration of this type of project.

- 0 Administrator has not completed a project of this type.
- 1 Administrator has completed one to five projects of this type.
- 2 Administrator has successfully completed six or more projects of this type.

Consultant's current workload.

- 0 Administrator has more work than they can handle.
- 1 Administrator has some difficulty managing their current work load.
- 2 Administrator has demonstrated they can handle their projected work load.

Consultant's fee \$ _____ .

- 0 Fees are high, services do not appear to be a good value for the dollar.
- 1 Fee is normal, services do not appear to be a good value for the dollar.
- 2 Fee is normal, services appear to be a good value for the dollar.

Total _____

Comments - _____

Name of Reviewer _____

Date Reviewed _____

Procurement for Engineering Grant Services

You will be required to advertise this procurement process as stated in the information listed above.

You will also need to send mail a copy of the RFP to at least 10 "known providers". If sending RFP by mail, DCA requires that it be sent certified return receipt to provide the required documentation. Sole source approval is required from DCA when only one response is received.

Emails must be sent with a Request Delivery Receipt and Request Read Receipt to provide equivalent documentation when using this method. A copy of the RFP and the Statement of Qualification can be found in Attachment #3 and #4.

After the submittal deadline, the County should review and rate each of the proposals received, using the evaluation criteria scoring sheet as shown in Attachment #5. The County should score the proposals; all scores can then be averaged to determine the highest scoring proposal. The firm with the highest average points should be selected.

If a Section 3 business submits a bid and requests a preference, the city/county must give priority to the greatest extent possible to the business. In this instance, the city/county should contact Kathleen Vaughn at (404) 679-0594 or kathleen.vaughn@dca.ga.gov for further guidance to ensure compliance with the federal Section 3 requirements.

Attachment #3

PIERCE COUNTY
REQUEST FOR PROPOSALS
ENGINEERING GRANT SERVICES

Date: December 11, 2019

Statements of qualifications and proposals are being requested from engineering firms with a strong record in successfully assisting local governments with the implementation of Community Development Block Grant (CDBG) programs. Responding firms should be technically qualified and licensed in the State of Georgia to provide these services.

Plans are to contract for engineering preliminary design services required for a potential FY 2020 CDBG project and, if funded, for engineering/architectural services for the implementation of the project. The purpose of the project is to provide street and drainage improvements in low-moderate income areas.

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 reference
- 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 no later than February 11, 2020
- 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.)

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.

Pierce County 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 Architectural Barriers Act of 1968.

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 2:00 PM on January 13, 2020. 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:

Amy Hitt, County Clerk
312 Nichols Street #5
Blackshear, GA 31516
(912) 449-2022



Engineering/Architectural
Statement of Qualifications

NAME OF FIRM: _____

ADDRESS: _____

1. Years in Business in Present Form:

2. Firms History and Resource Capability to Perform Required Services:

3. Titles, Names, and Addresses of all Officers:

4. List categories in which firm is legally qualified to do business. Include Licenses and Registrations, where applicable.

5. Does your firm carry Errors and Omissions Insurance?

6. If you were awarded the design, bid phase, and inspection for this project, what would your fee be?

7. Does your firm charge for the preliminary engineering report (PER)? If yes, what would the charge be? \$ _____. Can your firm meet the draft PER deadline? YES NO

8. List up to five (5) projects which demonstrate skills to be used on CDBG projects. Note project

1. _____

2. _____

3. _____

4. _____

5. _____

9. List key personnel (with qualifications) likely to be involved on these projects and explain their specific role in CDBG work.

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

1. _____

2. _____

3. _____

11. Are you a Section 3 Business Concern? Yes No

If yes, the Attached Section 3 Business Concern Certification, Previous Certification and Action Plan must be filled out, signed, notarized, and submitted with your proposal. Is the signed and notarized Section 3 Business Concern Certification, Previous Certification and Action Plan attached to your proposal?

If no, you will only need to submit the Section 3 forms if you are the successful proposer.

12. Certifying that:

Mr./Mrs./Ms. _____ being duly sworn deposes and states that he/she is the _____ (title of _____ (name of firm) and that answers to the foregoing questions and all statements herein contained are true and correct.

Attachment #5

ENGINEERING SAMPLE RATINGS CRITERION

CONTACT: _____

NAME OF FIRM: FIRM ADDRESS: _____

Evaluate the Architectural and/or Engineering Firm based on the points assigned to each of the following:

CIRCLE POINTS

CRITERION	CIRCLE POINTS			POINTS ASSIGNED
	POOR	GOOD	EXCELLENT	
1. Ability to provide the disciplines necessary for this project.	0	1	2	_____
2. Firm's experience with this type of construction.	0	1	2	_____
3. Key personnel experience with this type of construction	0	1	2	_____
4. Quality of reference information.	0	1	2	_____
5. Has Firm had experience with Community Development Block Grant (CDBG) projects?	0	1	2	_____
6. Is price competitive?	0	1	2	_____
			Total Points	

Firm can meet PER/PAR deadline? Yes No

Firm carries Errors and Omissions insurance? Yes No

COMMENTS ON WHY FIRM SHOULD BE SELECTED: _____

NAME: _____

DATE OF REVIEW: _____