



# City of Statesboro, Georgia REQUEST FOR QUALIFICATIONS

*FY 2010 COMMUNITY DEVELOPMENT BLOCK GRANT  
SITE PLAN & PRELIMINARY ENGINEERING REPORT*

**March 24, 2009**

The City of Statesboro, Georgia is currently partnering with Habitat for Humanity of Bulloch County to prepare an application for a Community Development Block Grant (CDBG) in the 2010 application cycle. The City is requesting qualifications of professional engineering firms to develop a conceptual site plan followed by a preliminary engineering report in accordance with the Department of Community Affairs (DCA) standards found in **Exhibit A**. If CDBG funding is awarded following the submission of an application, services may lead to the selection of the engineer of record for the project.

The City of Statesboro's intended role will be to provide water, sewer, and road infrastructure for a single family residential neighborhood located off of Success Court. A map can be found in **Exhibit B** showing the location of the project. A generic site plan has previously been submitted for the development which includes four (4) small cul-de-sacs located off of one (1) main road. The development includes 35 lots on an eight (8) acre parcel of land. The City wishes to update the site plan to include interconnected streets, recreational spaces, and more pedestrian friendly streets in order to enhance project aesthetics and property value of the area, and to prepare a more competitive CDBG application. A preliminary engineering report in support of the proposed project is required following the completion of the site plan. Formal application for this project will be submitted in 2010.

Qualifications should include the history and experience of the firm as it relates to this type of project and participation with the Community Development Block Grant program. All qualifications will be evaluated in terms of project approach, timing, experience, quality of work, capacity of performance and cost. Local government experiences and qualifications are desired. Past performances on local government construction projects will be assessed in terms of timeliness, completing work within budget, quality of work and other factors. The "Consultant's Qualifications Worksheet" found in **Exhibit C** shall be completed and submitted in full or incorporated into an all-inclusive report. Incomplete submissions will not be considered.

Procedures for selection of an individual/firm will be in accordance with the local procurement requirements, Uniform Administration Requirements ("The Common Rule") 24 CFR Part 85.36, and the Georgia Community Development Block Grant Program Recipients Manual. It should be noted that this is a request for professional services and will not undergo the bidding process.

All inquiries and qualifications shall be submitted to **Darren Prather, Purchasing Director** labeled "Preliminary Engineering Report & Site Plan, ITN No. 2009-7" via mail or hand-delivery at:

**Mail:**  
City of Statesboro  
P.O. Box 348  
Statesboro, GA 30459

**Hand Delivery:**  
City of Statesboro  
50 East Main Street  
Statesboro, GA 30458

Sealed statements of qualifications must be received no later than **3:00 pm, Monday, April 27, 2009**.

## **Exhibit A-FY 2009 CDBG Application Manual\***

### **Contents of Preliminary Engineering Reports\***

*Preliminary planning and engineering reports generally include, but are not limited to, the following:*

#### Executive Summary

- Brief description of Project Area needs, Conclusions and Recommendations

#### Introduction

- Purpose and Scope (project objectives and methodology of evaluation)
- Authorization
- Previous Studies

#### Background

- Target Area description
- Plans and photos of Target Area
- Population density
- Population projections (if available)
- Existing Conditions including description of needs to be addressed

#### Evaluation of Alternatives

- Descriptions of alternatives considered, including cost estimates of each alternative (capital, operation and maintenance & user fees)
- Street and road projects should include the advantages and disadvantages of alternative typical sections (curb and gutter versus shoulder and ditch section)
- Assessment of impacts on Target Area residents & property owners (land, right-of-way and easement acquisition requirements)

#### Description of Proposed Project

- Identification of applicable federal, state and local design standards
- Drainage projects should include site specific preliminary hydrologic and hydraulic calculations for each drainage shed
- Drainage projects should include a description of project outfall(s) and consideration of downstream impacts
- Required Permits
- Operation and maintenance requirements, responsible party (Grantee, GaDOT, other) and operation and maintenance capability (available staff, equipment and expertise)

#### Detailed Project Budget

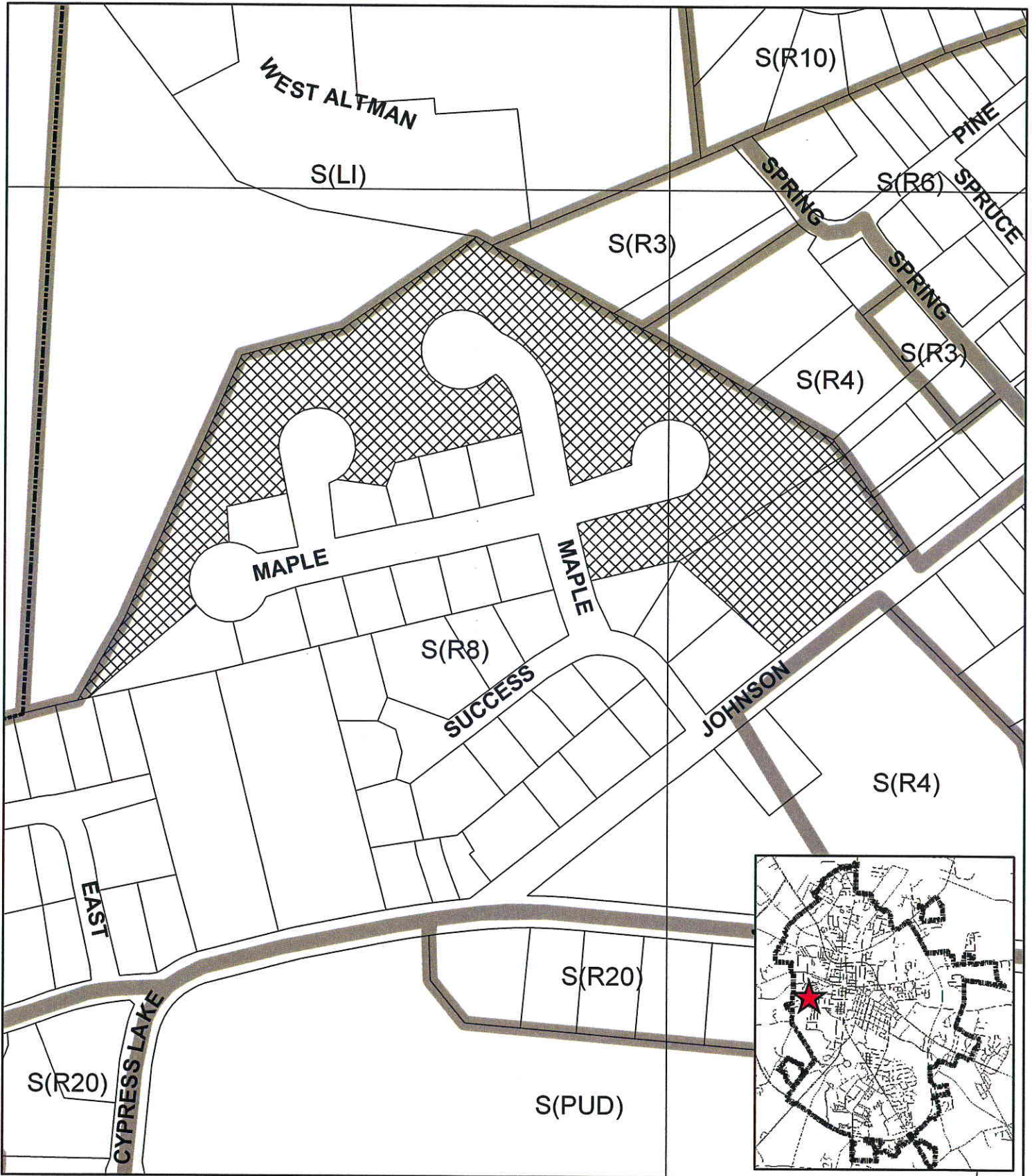
- Construction and material costs
- Design and oversight fees
- Grant Administration
- Funding sources
- Projected Operating Revenues and Expenses (if applicable)
- Projected User Fees (if applicable)



#### Project Schedule

**All Preliminary Engineering Reports should include an original signature and an engineering stamp. Points may be deducted for feasibility without these required features.**

***\*NOTE: THESE REQUIREMENTS ARE SUBJECT TO CHANGE IN FY 2010.***

# Wildwood Heights A Habitat for Humanity Project



-  Case Sites
-  Zoning Boundary



CONSULTANT'S QUALIFICATIONS WORKSHEET  
CDBG PROCUREMENT PROCEDURE

All information requested herein is required prior to the consideration of any proposal. Each applicant has the option of filling out the following information or including it in a notarized report. The undersigned certifies under oath the factual truth and correctness of all information presented.

Name of Firm: \_\_\_\_\_

Form of Legal Entity: \_\_\_\_\_

Address: \_\_\_\_\_

Name and Title of Respondent: \_\_\_\_\_

Previous Business Names: \_\_\_\_\_

1. Years in business present form: \_\_\_\_\_

Years in business in under any other name: \_\_\_\_\_

2. Date of incorporation: \_\_\_\_\_

State of incorporation: \_\_\_\_\_

3. Titles, names and address of all officers:

_____	_____
_____	_____
_____	_____
_____	_____

4. List categories in which firm is legally qualified to do business, include licenses and registrations where applicable.

_____	_____
_____	_____
_____	_____
_____	_____

5. Has your firm defaulted on a contract or failed to complete any work awarded, or been involved in work related litigation? If so, explain: \_\_\_\_\_

_____
_____
_____

6. List firms which any present officers may have been associated with as officers during the past five years:

_____	_____
_____	_____
_____	_____

7. List up to ten (10) projects which demonstrate skills to be used on CDBG projects. Note project name, location, owner, year, contract amount and nature of firms responsibility:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

8. List key personnel and qualifications, likely to be involved on this type project and explain their specific role in CDBG work.

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

9. List three professional references for the firm:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

10. Cost Schedule (It is assumed that all design and engineering cost incorporated into the award will only be addressed if the firm is chosen as the engineer of record and the award is received.)

1. Fees for conceptual site plan and preliminary engineering report.

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2. Engineering/architectural design, preparation of plans and specifications, bid opening and evaluation, pre-construction services, contract administration and site inspections.

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3. Fees for additional services

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4. Fees for reimbursable expenses

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11. Certifying that:

Mr./Mrs./Ms. \_\_\_\_\_ being

Duly sworn deposes and says that he/she is the \_\_\_\_\_ (title)

of \_\_\_\_\_ (name of firm)

and that answers to the foregoing questions and all statements therein contained are true and correct.

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 2009.

Notary Public:

My Commission Expires: \_\_\_\_\_