

TOWN OF OCHLOCKNEE, Georgia

Request for Qualifications for Engineering Services

The **Town of Ochlocknee**, Georgia (hereinafter "Owner" or "City") is requesting Statements of Qualifications from professional firms with a strong record in successfully assisting local governments in planning, applying, and administering various State and Federally funded projects, development programs, and annual on-call engineering services with public works infrastructure projects. The state and Federally funded projects may include, but are not limited to, projects under the Community Development Block Grant (CDBG) Program, the Georgia Environmental Finance Authority (GEFA), the United States Department of Agriculture (USDA), and any other federal or state funding sources.

This Request for Qualifications (RFQ) seeks to identify one or more qualified engineering firms to provide the above-mentioned services. Responding firms must be licensed and technically qualified to identify infrastructure deficiencies, prepare project scope/concept design reports, cost estimates, timelines, preliminary and final engineering drawings, and design reports. Firms must also provide permitting, bidding, construction administration, inspection, and reporting for state and federally funded projects.

One or more firms that respond to this RFQ and who are determined by the City to be especially qualified may be deemed eligible and may be invited to discuss and negotiate for these services. This shall be a two (2) step for Qualifications-Based Selection (QBS) process with Step 1 being the submittal of an SOQ by qualifying A&E firms and the subsequent scoring firm qualifications to select the top two (2) firms. Step 2 shall be the interviewing of the top selected firms to determine a firm finalist to enter into a contract.

The information that should be submitted for evaluation includes the following:

1. Years in Business in present form
2. Firm history and resources;
3. Familiarity with the community
4. Key personnel/qualifications & license proof
5. Current workload
6. Proposed approach, ability, scope and levels of service
7. Experience with state and federally-funded projects, cost control and list of associated references
8. Current workload and ability to provide engineering services
9. Past, current, or pending litigation, including claims, liens, judgments, and rulings.
10. Errors and Omissions Insurance, please provide proof
11. Section 3 Certification Form (Only Submit with your Proposal if you are claiming Section 3 Status).
12. Statement of Qualifications (SOQ) Form
13. Unique Entity Identifier (UEI) number, if available.

All contracts are subject to state and federal contract provisions as prescribed by respective funding agencies.

SOQs are due no later than the date and time specified in the below **Schedule of Events**. SOQ's received after this date and time shall not be considered. The **Town of Ochlocknee** reserves the right to accept or reject any and all SOQs or proposals and to waive technicalities and informalities in the procurement process. Questions must be submitted via email to the City in the email address below. SOQ submittal must be received by the City no later than the specified deadline in the **Schedule of Events** below. One hard copy package should be submitted to the address below:

TOWN OF OCHLOCKNEE
ATTN: Ms. Ashley Love, City Clerk
1044 E. Railroad
Ochlocknee, Georgia 31773
Email: ashleylove.31773@outlook.com

Schedule Of Events

The following Schedule of Events represents the City's best estimate of the schedule that will be followed. All times indicated are prevailing times in Georgia. The City reserves the right to adjust the schedule as the City deems necessary.

SOQ Issued / Advertised	June 5, 2026	TBD
Deadline for questions (email only)	June 19, 2026	12:00 PM
Deadline for submission of Statement of Qualifications	July 6, 2026	12:00 PM
Issue of Notification to Finalist Firm(s)	July 10, 2026	TBD
Interviews with Finalist Firm(s)	The week of July 13-17	

Restriction of Communication

From the issue date of this (RFQ) solicitation until a successful proposer is selected and the selection is announced, proposers are not allowed to communicate about this solicitation or this Project for any reason with any members of the City Employees, City Council members, the Owner, or Operator, except for submission of questions as instructed in the RFQ, or as provided by any existing work agreement(s). For violation of this provision, the Owner reserves the right to reject the proposal of the offending proposer.

Submittal Costs and Confidentiality

All expenses for preparing and submitting responses are the sole cost of the party submitting the response. The Owner is not obligated to any party to reimburse such expenses. All submittals upon receipt become the property of the Owner. Labeling information provided in submittals "proprietary" or "confidential", or any other designation of restricted use will not protect the information from public view. Subject to the provisions of the Georgia Open Records Act, the details of the proposal documents will remain confidential until final award.

Award Conditions

This request is not an offer to contract or a solicitation of bids. This request and any statement of qualifications or proposal submitted in response, regardless of whether the proposal is determined to be the best proposal, is not binding upon the Owner and does not obligate the Owner to procure or contract for any services. Neither the Owner nor any party submitting a response will be bound unless and until a written contract mutually accepted by both parties is negotiated as to its terms and conditions and is signed by the Owner and a party containing such terms and conditions as are negotiated between those parties. The Owner reserves the right to waive non-compliance with any requirements of this Request for Proposal and to reject any or all proposals submitted in responses. Upon receipt and review of responses, the Owner will determine the party(s) and proposal(s) that in the sole judgment of the Owner is in the best interest of the Owner (if any is so determined), with respect to the evaluation criteria stated herein. The Owner then intends to conduct negotiations with such party(s) to determine if a mutually acceptable contract(s) may be reached.

Publications Date: June 3, 2026

Media Outlets:

- *Georgia Procurement Registry*
- *City Website – www.ochlockneega.com*
- *City Hall of Ochlocknee*

Engineering Statement of Qualifications

NAME OF FIRM: _____

ADDRESS: _____

Telephone and Email: _____

1. Years in Business in Present Form: _____

Date and State of Incorporation: _____

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

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

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

5. Familiarity with the Community _____

6. Does your firm carry Errors and Omissions _____

7. List current workload and projected end dates _____

8. Has your firm defaulted on a contract or failed to complete any work awarded, or been involved in work litigation? If so, please explain.

9. List up to five (5) projects which demonstrate skills to be used on CDBG/GEFA projects. Note project name, location, owner, year, contract amount, and nature of firm's responsibility.

1.

2.

3.

4.

5.

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

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

1.

2.

3.

12. Are you a Section 3 Business Concern? _____ 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? Yes _____

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

13. Unique Entity Identifier (UEI), if available. _____.

14. Certifying that:

Mr./Mrs./Ms. _____ (Name and signature) 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.

Subscribed and sworn before me this _____ day of _____, 20__.

NOTARY PUBLIC

My Commission

Expires: (SEAL)

EVALUATION CRITERIA

1. Firm History & Mission Statement

<u>Points</u>	<u>Evaluation Criteria</u>
4	20+ years' experience
3	15-19 years' experience
2	10-15 years' experience
1	5-9 years' experience

2. Familiarity with the community

<u>Points</u>	<u>Evaluation Criteria</u>
4	5 or more years working with the community
3	4 to 5 years working with the community
2	2 to 3 years working with the community
1	1 year working with the community

3. Key personnel/qualifications & license proof

<u>Points</u>	<u>Evaluation Criteria</u>
3	adequate key personnel and qualifications (licenses included)
2	marginal key personnel and qualifications (licenses included)
1	inadequate key personnel and qualifications (licenses included)

4. Proposed Scope, Ability and Level of Service Proposed to successfully design and manage the project.

<u>Points</u>	<u>Evaluation Criteria</u>
3	adequate scope, ability, level of service and timeliness
2	marginal scope, ability, level of service and timeliness
1	inadequate scope, ability and level of service proposed, and timeliness
0	not addressed

5. Experience - Number of federal grant applications awarded and managed (list entity, project scope, total project cost, work performed, work subcontracted to others, cost control and references)

<u>Points</u>	<u>Evaluation Criteria</u>
3	10-15 awards and positive references
2	5 - 10 awards and positive references
1	less than 5 awards and positive references

6. Statement of Suitability – Suitability may include, but is not limited to, the firm's fit to the project and/or needs of the Owner, any special unique qualifications, and the proximity of the office to the project locations and the ability to visit the site at a moment's notice for on-call engineering services.

1-4 points- Subject to discussion and point assignment based on responses.

7. Value Added Services

- 1-3 points - Subject to discussion and services offered by your firm that fits a niche or is a differentiator from the competition. Services may include the following:
 - In-house services – Professional Surveyor - surveying as opposed to sub-consultants
 - Easement Plats / Right-of-way services

8. Current Workload and ability to provide proposed services

- 1-4 points -Subject to discussion and point assignment following interview (if applicable).

9. Errors and Omissions Insurance

<u>Points</u>	<u>Evaluation Criteria</u>
1	Included
0	Not included

10. Litigation History and Outcomes

- 1-4 points- Subject to discussion and point assignment based on responses

11. In person Interview

<u>Points</u>	<u>Evaluation Criteria</u>
---------------	----------------------------

- 1-4 points -Subject to discussion and point assignment following interview (if applicable)