

THE CITY OF BROXTON
105 Lott Street
Broxton, GA 31519
912-359-2060

REQUEST FOR PROPOSALS FOR ARCHITECTURAL SERVICES

The City of Broxton is requesting qualifications and proposals for the selection of an Architectural Firm to provide pre- and post-award services for various community and economic development projects. Pre- and post-award services will include, but are not limited to, preparing preliminary architectural report, planning, design, cost estimating, bidding, contracting, construction oversight, quality control, and project closeout. **The City of Broxton** is in dire need of adequate facilities to provide emergency refuge, preparedness, and response during severe weather and natural disasters. The City is considering applying for federal and/or state funding for Community Development Block Grant (CDBG) Annual Competition, Community Development Block Grant Disaster Recovery (CDBG-DR), Employee Incentive Program (EIP), Redevelopment Fund (RDF), and/or Immediate Threat and Danger (ITAD) funds through the Georgia Department of Community Affairs (DCA).

Selection of an Architect for the project will be based on qualifications as they relate to community and economic development needs. All contracts are subject to Federal and State contract provisions prescribed by the Georgia DCA. Selection could allow your firm to provide pre- and post-award Architectural Services for future community and economic development projects for a limited time period based on the funding of the grant.

Firms interested in submitting proposals for this project are asked to contact Tonia Hendricks at the Southern Georgia RC, 1725 South Georgia Parkway W., Waycross, GA 31503, (912) 285-6097 to request the Statement of Qualifications Form, the Section 3 Forms (*Only Submit with your Proposal if you are claiming Section 3 Status*), and the RFP scoring criterion. Your firm will be asked to mail or hand-deliver your reply to the following:

City of Broxton
ATTN: Cassie Merritt, City Clerk
105 Lott Street
Broxton, GA 31519
Office Number: 912-359-2060

Proposals mailed to or received at any location other than the above address will not be accepted. Proposals must be received at the above address **no later than Tuesday, July 7, 2026 at 4:00 PM**. **No** proposals will be accepted after this time and date. **The City of Broxton** reserves the right to accept or reject any and all proposals and to waive informalities in the proposal process.

The City of Broxton is committed to Affirmatively Further Fair Housing. This project is covered under the requirements of Section 3 of the HUD Act of 1968. This contract opportunity is a Section 3 Covered Contract. Section 3 Business Concerns are encouraged to apply. The City of Broxton 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. The City of Broxton is committed to providing all persons with equal access to its services, programs, activities, education and employment regardless of race, color, national origin, religion, sex, familial status, disability or age.



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Selections will be based on qualifications, timeframes, and monies, as they relate to the following. **However, your firm is encouraged to request the Statement of Qualifications form and the RFP scoring criterion.** Scoring of RFP's will be as follows: Poor (1 point), Fair (2 points), Good (3 points), and Excellent (4 points).

QUALIFICATIONS AND TIME FRAMES:

1. Years in Business in Present Form.
2. Firm's History and Resource Capability to Perform Required Services.
3. Firm's knowledge of the community.
4. Titles, Names, and Addresses of all Officers.
5. List categories in which firm is legally qualified to do business. Include Licenses and Registrations where applicable.
6. Does your firm carry errors and omissions insurance?
7. Will your firm be able to provide necessary documentation for the application, including preliminary architectural reports, maps, and cost estimates as per CDBG, OneGeorgia, or other Department of Community Affairs program application requirements if your firm is selected as project architect?
8. Can your firm meet the draft preliminary architectural report (PAR) deadline of no later than 30 days after selection as project architect?
9. Has your firm been involved in applying for funds through DCA's Community Development Block Grant (CDBG) program? If "YES", give specific projects, including project name, location, owner, year, grant/total project amount, contact person(s), and nature of firm's responsibility.
10. If your firm is selected for this project, and the grant is approved, what timeframe do you feel you will need to have final plans and specifications ready for approval by any and all applicable agencies? Please provide this information in months, such as 3 months after Notice of Award of all grants, etc.

11. List key personnel (with qualifications) likely to be involved on these projects and explain their specific role in CDBG work.
12. List three (3) references for the Firm.
13. Are you a Section 3 Business Concern?

COST:

Please provide a specific cost estimate of what you will charge the City to provide Architectural services for this project from start to final close-out, to include but not limited to the following:

- Cost estimates
 - Preparation of Plans and Specs and Final Design
 - Surveying, for application purposes and for final project, if funded
 - Bid Documents
 - Assistance in Bid Opening
 - Perform Bid Analysis
 - Management of Contractor Performance, Inspections, Preparation of Change Orders, and Approval of Contractor's Request for Payments
 - Prepare and submit all required Reports and Documentation to DCA
1. If you are awarded the design, bid phase, and inspection for this project, what would your fee be?
 2. Does your firm charge for the preliminary architectural report (PAR)? If yes, what would the charge be?

Please be sure to state all costs in your proposal.

If you have any questions pertaining to this RFP, please call Tonia Hendricks at (912) 285-6097, or email trhendricks@sgrc.us.

cc: Broxton RFP File
SGRC Procurement File