

**CITY OF BROOKLET**  
**REQUEST FOR PROPOSALS**  
**ENGINEERING AND/OR ARCHITECTURAL GRANT SERVICES**

Date: November 9, 2023

Statements of qualifications and proposals are being requested from engineering/architectural firms with a strong record in successfully assisting local governments with the implementation of development grant programs. Responding firms should be technically qualified and licensed in the State of Georgia to provide these services.

Plans are to contract for engineering/architectural services required for a potential FY 2023 Southeast Crescent Regional Commission – State Economic and Infrastructure Development Grant and, if funded, for engineering/architectural services for the implementation of the project. The purpose of the project is to provide **Hwy 80 Water Extension**.

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

- 1) History of firm and resources**
- 2) Experience, including other grant programs,**
- 3) Key personnel/qualifications,**
- 4) Current workload,**
- 5) Scope and level of service proposed,**
- 6) Experience with similar projects and list of references,**
- 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.**
- 8) Errors and Omissions Insurance,**
- 9) Statement of Qualifications Form, and**
- 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 Southeast Crescent Regional Commission. 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 City of Brooklet 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 Certification Form prior to preparing and submitting their proposal. Proposals should be received no later than **5:00pm on December 13, 2023**. 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:

***CLIENT CONTACT***

***City of Brooklet***

***104 Church Street***

***P.O. Box 67***

***Brooklet, Georgia 30415***

**[lori.phillips@brookletga.us](mailto:lori.phillips@brookletga.us)**

