

CITY COUNCIL
Mayor Bill Stankiewicz
Reginald Jackson, Post 1
Marichal Price, Post 2
Fred Higgins, Post 3
George Bailey, Post 4
Theresa Strickland, Post 5

City of Hogansville



David Milliron, City Manager
Lisa Kelly, City Clerk
Jeff Todd, City Attorney

400 E Main St
Hogansville GA 30230-1196
706-637-8629 | cityofhogansville.org

COUNCIL ACTION FORM

MEETING DATE: August 20, 2018 **SUBMITTED BY:** David Milliron

AGENDA TITLE: Engineer for 2019 Community Development Block Grant

CLASSIFICATION (City Attorney must approve all ordinances, resolutions and contracts as to form)

- | | | | |
|--|-------------------------------------|---|---|
| <input type="checkbox"/> Ordinance (No. ____) | <input type="checkbox"/> Contract | <input type="checkbox"/> Information Only | <input type="checkbox"/> Public Hearing |
| <input type="checkbox"/> Resolution (No. ____) | <input type="checkbox"/> Ceremonial | <input checked="" type="checkbox"/> Discussion/Action | <input type="checkbox"/> Other |

BACKGROUND (Includes description, background, and justification)

On May 14-15, 2018 the City issued a request to 10 qualified engineering firms for the upcoming 2019 Community Development Block Grant (CDBG) application, which will be prepared for West Side Water System Improvements. The request was sent to a mail list and advertised on-line. Five engineering firms responded with qualifications briefs, which were evaluated by a City staff committee of three, using evaluation criteria and forms provided by Allen Smith Consulting.

BUDGETING & FINANCIAL IMPACT (Includes project costs and funding sources)

The City is seeking \$750,000 in Community Development Block Grant funds, and the engineering design, both for the grant proposal and for the grant project when awarded, can be taken from the grant, if funded.

STAFF RECOMMENDATION (Include possible options for consideration)

Request that the city engage with Falcon Design Engineering to generate the engineering report in cooperation with Allen Smith Consulting necessary to be included in the FY2019 Community Development Block Grant application for West Side Water System Improvements.

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Wednesday, August 29, 2018

Why Falcon Design:

Cost

- Came in at 10%, the CDBG maximum is 12%
- This equates to a \$15,000 savings on a \$750,000 grant

Responsiveness

- Two Project Managers/Professional Engineers including the Managing Partner of Falcon Design live within 20 minutes of the City of Hogansville
- Actively pursuing office space to expand services in the Troup County area within the next six months
- The largest multi-disciplined Civil Engineering firm, providing surveying, planning and construction management south of the I-20 corridor

Experience

- Not only specializing in water/wastewater design and construction, Falcon Design is a multi-faceted Civil Engineering firm that also specializes in providing civil site development such as Government buildings, municipal planning, transportation design, land surveying and construction management using their in-house licensed professionals
- Construction Manager responsible for this project has over 35 years of CDBG water/wastewater construction management experience and is one of the most experienced professionals in the industry with this type of project in the state of Georgia
- Fewer subcontractors allows less "finger pointing" while completing the task
- Their full-service survey abilities include LiDAR drone technology
- Abilities that will also expedite project design which in turn produces a faster project completion schedule

Turnipseed	Accounts Payable	
FY14	\$ 60,668.57	
FY15	\$ 282,317.87	
FY16	\$ 176,777.64	
FY17	\$ 201,093.63	
FY18	\$ 195,835.44	
5-Year Total	\$ 916,693.15	
Yearly Average	\$ 183,338.63	

SUBJECT: City of Hogansville Guidance for Engineering Services Procurement

Lynne – EDA and DCA are now requiring Engineering Procurement for CDBG/EIP/RDF/USDA/EDA projects whether funded locally or with Federal funds. The Applicant must comply with the federal procurement process. You will need to email out the Request for Qualifications/Proposals (RFQ), including the attached Statement of Qualifications Form and DCA Section 3 Solicitation Package, to facilitate the process.

1. Attached to this email is a list of known Engineering Firms in Georgia familiar with CDBG/EIP/ARC/RDF/EDA experience, including email addresses. Please pick at least **ten (10)** firms that you would like to email a Request for Qualifications/Proposals Package to off of this list. If you know of any other engineers or have been contacted by any, you may email them a package as well.
2. Once you have chosen at least ten (10) engineering firms, please copy and paste the RFQ Notice at the bottom of this email into **ONE** individual email. Please attach the Statement of Qualifications Form as well as the DCA Section 3 Solicitation Package. Both of these documents **MUST** be sent as attachments to the RFQ email. It is important that you send out the procurement email on **May 15, 2018** to coincide with the RFQ Notice being published in GLGA.
3. When emailing the RFQ, select the "Request for Delivery Receipt" and "Request a Read Receipt" options. These are very important. Many firms do not respond to the emails and you will need to have confirmation that they received it.
4. Please print a copy of your sent email as well as all delivery and read receipts. Keep these copies in your project file. Please also keep any proposals you receive in this file. Email copies of all to me for our files and review.
5. The Engineers that you send the RFQs to will have 30 days to respond from the date that the RFQ Notice was published on GLGA (in place of the standard newspaper). I am scheduling the RFQ Notice to be published on GLGA on May 15, 2018. This means that the 30-day response period expires on June 14, 2018.
6. At the end of the 30 days, you will need to have a committee of two or three representatives (you can participate, if you wish) to review the submitted proposals, fill out the evaluation forms, and make your choice for an Engineer. *If you receive only one proposal, you will have to submit a Sole Source request to DCA/EDA. Please contact us ASAP if you only receive one response.*

Please copy and paste the "email" below, including the Fair Housing and ADA logos, to send to your selected Engineering firms and remember to select the Request for Delivery Receipt and Request a Read Receipt. Please also remember to attach the Statement of Qualifications Form and DCA Section 3 Solicitation Package to your email.

*****Place this in your Subject Line of the email:** PLEASE RESPOND: City of Hogansville, Georgia RFQ Engineering Services – FY2018 CDBG/EIP/RDF/EDA Projects

FROM: City of Hogansville, Lynne Miller, Community Development Director

RE: Solicitation Package for Engineering Services – FY2018 CDBG/EIP/EDA/RDF Projects

PLEASE REPLY TO THIS EMAIL to let us know if you received this request and/or if you will be submitting a proposal.

Thank you,
Lynne Miller, Community Development Director
City of Hogansville

CITY OF HOGANSVILLE
REQUEST FOR QUALIFICATIONS
PRELIMINARY ENGINEERING REPORT, DESIGN SERVICES AND
CONSTRUCTION ADMINISTRATION

Date: **May 15, 2018**

Statements of qualifications and proposals are being requested from Engineering Firms with a strong record in successfully assisting local governments and authorities with the preliminary report, final design and construction administration of Federally Assisted Projects. Responding firms should be qualified to provide a Preliminary Engineering Report (PER), design and construction administration services for projects utilizing federal funds.

Plans are to contract, within a year from the date of this notice, a reputable Engineering Firm for Preliminary Report, Design and Construction Administration services for Federally Funded Projects related to community and economic development. This procurement could include Community Development Block Grants (CDBG), Redevelopment Fund Projects (RDF), Employment Incentive Program (EIP) Projects, Economic Development Administration (EDA) Projects and any other federally funded project in compliance with CFR 200 for Procurement. This procurement action may also lead to additional project contracts and/or contract addendums for Preliminary Engineering Report (PER), design and construction administration services, for State and Federally funded projects. This is **not** a request for retainer services. Immediate plans call for services to assist the City of Hogansville with the Preliminary Engineering Report, Design Services and Construction Administration Services for a 2019 CDBG Project related to sewer improvements. Submitting firms will be re-considered, on a project by project basis, should future federally funded opportunities arise in the next 12-month period.

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

- 1) History of firm and resources**
- 2) Federal Funds Engineering Experience, including HUD, EDA, etc.**
- 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 Administration Services.**
- 8) Errors and Omissions Insurance, please provide a copy.**
- 9) Statement of Qualifications Form**
- 10) Section 3 Certification Form, if claiming a preference. (Only applies to HUD funded projects)**

All contracts are subject to Federal and State contract provisions prescribed by the Federal Government for each agency. 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 Hogansville 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 HCD 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 qualifications package. Responses should be received no later than **5:00 PM on June 14, 2018**. Responses received after the above date and time may not be considered. We reserve the right to accept or reject any and all responses and to waive informalities in the proposal process. Questions, Statement of Qualifications and Section 3 Certification form requests should be emailed to Ms. Jackie Butts at the email below. Only one (1) proposal package is required and should be submitted to the name and address listed below:

Ms. Lynne Miller, Community Development Director
City of Hogansville
400 East Main Street
Hogansville, GA 30230
706-637-8629
lynne.miller@cityofhogansville.org

