

REQUEST FOR QUALIFICATIONS ENGINEERING SERVICES

The City of Millen is seeking an engineering firm or individual engineer to provide engineering and design services for its Federal Emergency Management Agency (FEMA) application. The award of the engineering contract for this project is contingent upon the grant being funded by FEMA. Responding firms should be technically qualified and licensed to provide the design and inspection services for local state and federally funded projects including engineering services and programs.

Procedures for selection of an individual/firm will be in accordance with the RFQ package and local procurement requirements, as well as the requirements of the Uniform Administration Requirements (“the common rule”) 24 CFR Part 85.36.

The City reserves the right to request additional information from any consultant submitting under this RFQ if the City deems such information necessary to further evaluate the consultant’s qualifications. The City reserves the right to interview any consultant submitting under this RFQ. The City reserves the right to waive informalities and minor irregularities in submittals and reserves the sole right to determine what constitutes informalities or minor irregularities. Consultants shall be responsible for all costs associated with consultant’s submittal.

The City reserves the right, in its sole discretion, to reject all submissions, reissue a subsequent RFQ, terminate, restructure or amend this procurement process at any time. Evaluation criteria contained herein shall be used in evaluating qualifications. The City may contact any consultant after receiving its submittal to seek clarification of any portion thereof. The City reserves the right to request additional information from any consultant if the City deems such information necessary to further evaluate the consultant’s qualifications. In the event the City elects to negotiate a contract with a selected consultant, the City reserves the right to negotiate such terms and conditions of the contract, including, but not limited to scope, role, price, and staffing which may be in the best interests of the City.

All qualifications will be evaluated in terms of project approach, timing, experience, quality of work, and capacity of performance. Past performances on local government drainage projects will be assessed in terms of timeliness, completing work within budget, and quality of work.

Interested parties are invited to secure a Request for Qualifications package by calling Michael Kimball, Disaster Relief Coordinator, 706-650-5696 or emailing mkimball@csrarc.ga.gov.

Request for Qualifications are due no later than 4:30 PM, Monday, April 7, 2025, Proposals submitted by mail should be addressed Michael Kimball, CSRA Regional Commission, 3626 Walton Way Ext. Suite 1, Augusta, GA 30909. Request for Qualifications received after 4:30 p.m. on April 7, 2025, will not be considered.

The City of Millen reserves the right to accept or reject any or all proposals. The City of Millen is an Equal Opportunity Employer.

King Rucker
Mayor



City of Millen
c/o the CSRA Regional Commission
3626 Walton Way Extension, Suite 1
Augusta, Georgia 30909

MEMORANDUM

FROM: The Central Savannah River Area Regional Commission on behalf of the City of Millen

SUBJECT: Engineering Qualifications for Drainage Improvements

DATE: March 6, 2025

Enclosed is a Request for Qualifications from qualified engineering firms interested in working with the City of Millen in their efforts to apply for a Federal Emergency Management Agency Grant Application to undertake design and construction management of an infrastructure improvement project.

To be considered, 3 copies of the Request for Qualifications proposals must be received by 4:30 p.m., Monday, April 7, 2025, at the CSRA Regional Commission, Attn: Michael Kimball, CSRA Regional Commission, 3626 Walton Way Extension, Suite 1, Augusta, Georgia 30909. All proposals must be sealed and should be clearly labeled, Millen RFQ. Proposals received after the specified date and time will not be considered.

The selected engineering firm will be expected to work with the City of Millen to complete preliminary engineering work associated with Federal Emergency Management-funded (FEMA) Drainage Improvements. Funding for the project will be contingent on the award of grant funding.

Please direct all questions to Michael Kimball, Disaster Relief Coordinator, CSRA Regional Commission, mkimball@csrarc.ga.gov

REQUEST FOR QUALIFICATIONS ENGINEERING SERVICES

Background: The City of Millen is in the process of applying for a Federal Emergency Management Grant Application for funding to assist with infrastructure improvements.

The City is seeking an engineering firm with broad experience to provide design and construction supervision for this project that will utilize funds primarily from the FEMA grant program, if awarded. These grants are funded by the federal government and administered at the state level by the Georgia Emergency Management Agency. Therefore, all activities must be performed in strict adherence to applicable federal and state regulations. All project activities will be coordinated with the Mayor and City Council of Millen.

Project Title for Identification Purposes: City of Millen FEMA Application

Scope: The initial work documents required of the selected firm will consist of the preparation of comprehensive engineering plans, including cost estimates. These must be prepared in close communication with the City of Millen. The contact for the project is Michael Kimball, who can be reached at (706) 650-5696 or by e-mail at mkimball@csrarc.ga.gov

The following engineering services must be provided at a minimum:

1. Preparation of final design, plans, and specifications.
2. Securing of all necessary permits and clearances as applicable to comply with state and federal mandates. For this project the engineering will be required to provide engineering plans/drawings showing all dimensions drawn to current engineering standards and the required plans for the contractor to apply for permits.
3. Preparation of bid and contract documents, including advertising and bidding procedures, holding the bidders conference, bid openings, and evaluations.
4. Post-award services, including securing the construction firm's certifications and review of specifications, warranties, operation manuals, and as-built drawings.
5. Construction services including supervision/administration of construction, review of payment requests, change orders, and other coordination with the construction firm. Periodic construction review (at least one visit per week during regular working hours) and other work as required in assuring proper execution of the work. Periodic construction review must ensure that the construction firm's methods of construction provide for the same.
6. Construction close-out, final inspection, project certification, and coordination with the City of Millen and the CSRA Regional Commission to provide periodic updates to satisfy FEMA program requirements.

Schedule

To be considered, 3 copies of the Request for Qualifications proposals must be received by 4:30 pm, April 7, 2025, at the CSRA Regional Commission, Attn: Michael Kimball. All proposals

must be sealed and should be clearly labeled. Any proposals received after 4:30 pm, April 7, 2025, or at any location other than the CSRA Regional Commission at 3626 Walton Way Extension, Suite 1 Augusta, Georgia 30909 will not be considered. The successful respondent will be notified by telephone on or before April 21, 2025, and notified in writing.

In addition to the requirements set forth in the Request for Qualifications, the selected engineering firm will be required to submit a completed Preliminary Engineering Report no later than 5:00 p.m. on May 19, 2025. No fee will be charged for the Preliminary Engineering Report. The selected engineering firm will work with the CSRA Regional Commission to provide all information necessary to meet the FEMA Hazard Mitigation Grant Program application deadline of June 1, 2025.

Proposal Contents

Responses are to be returned to the CSRA Regional Commission where an initial evaluation of the proposals will be completed. Those evaluations will be submitted to the City of Millen for final selection.

Respondents are requested to include letterhead pages immediately behind the cover letter that briefly, directly, and exactly answers the following evaluation criteria questions:

1. Your firm's experience, particularly with FEMA grants as well as other grant projects. References must include the names and telephone numbers of local governments, personnel involved, and a brief description of the projects (MUST INCLUDE THE NAME OF PROJECT, OWNER, YEAR AWARDED, YEAR COMPLETED, AND AMOUNT AWARDED).
2. Your firm's prior experience with the City of Millen.
3. At a minimum, the engineering firm's proposal should also provide the following information:
 - a. A brief history of the engineering firm and its principal personnel including resumes of the principals.
 - b. The length of time the firm has been providing the specific kind of engineering services requested herein.
 - c. Has your firm defaulted on a contract or failed to complete any work awarded, or been involved in work related litigation?
 - d. The name(s) and professional experience of the firm's key personnel who will be assigned to this project. Firm must also state how much direct experience the personnel assigned to this project has had with FEMA-funded or other drainage projects.
 - e. Cost schedules for general services, in addition to cost schedules for additional services.
 - f. Fees for reimbursable expenses, if applicable.
 - g. The firm must provide a professional services contract. (Note: The contract will be written as "direct costs plus a fixed fee, not to exceed a lump sum." If the engineering firm is contracted for the project, the contract must include additional clauses pertaining to federal regulations that will be supplied by the CSRA

Regional Commission). The firm should also include the percentage fee that it normally charges for design and construction supervision on this size project and a list of other services included under contract.

- h. A proposed plan to implement the project.

Selection

Procedures for selection of an individual/firm will be in accordance with the RFQ package and local procurement requirements, as well as the requirements of the Uniform Administration Requirements (“the common rule”) 24 CFR Part 85.

All qualifications will be evaluated in terms of project approach, quality of work, experience, capacity to perform, mobility, and project familiarity. Past performance on other projects may also be assessed in terms of timeliness, completing within budget, and other factors.

Fair Housing

This project must affirmatively further fair housing, take steps to analyze impediments to fair housing choice in the City of Millen, and take steps to overcome any identified impediments in efforts to promote fair housing for county residents.

Section 504

This project must ensure that no qualified individual with a disability shall, by reason of such disability, be excluded from the participation in or be denied the benefits of services, programs, or activities of a public entity, or be subjected to discrimination of any such entity as prescribed by law in the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794, as amended.

Disclaimer

The City of Millen reserves the right to accept or reject any or all proposals. The City of Millen is an Equal Opportunity Employer.