

CITY OF HELEN, GEORGIA
REQUEST FOR STATEMENT OF QUALIFICATIONS
ENGINEERING SERVICES

As of October 8, 2025, Statements of Qualifications (SOQs) are requested from Engineering Firms with a strong record in successfully assisting local governments with preliminary reports, final design, construction administration and inspection for federally funded projects. Responding firms should be qualified to provide initial consultation and evaluation, grant administration, preliminary engineering reports (PER), design, construction administration, inspection and closeout for federally funded projects.

Plans are to contract, immediately and within three years of selection, a reputable engineering firm for preliminary reports, design, construction administration, inspection and closeout services for federally assisted community and economic development projects. This procurement includes Appalachian Regional Commission, Community Development Block Grants (i.e. Immediate Threat and Danger (ITD), Disaster Recovery, Innovative, Redevelopment, Employment Incentive), US Department of Commerce Economic Development Administration (EDA) Projects, Georgia Environmental Finance Authority (GEFA), United States Department of Agriculture (USDA,) and any other federally funded project in compliance with 2 CFR 200 for Qualifications Based Selection (QBS) and The Brooks Act (Public Law 92-582) enacted October 18, 1972. This procurement action may also lead to additional project contracts and/or contract addendums for PERs, design and construction administration services, for State and federally funded projects. Submitting firms will be considered, on a project by project basis, should federally funded opportunities arise during the next 36 months. The selected firm must provide an annual updated SOQ during this 3-year period.

Anticipated projects include expansion and improvements to the existing Water and Wastewater Treatment, Distribution and Collection System as well as Stormwater System.

Evaluation criteria includes:

1. Firm history and mission statement;
2. Familiarity with the community
3. Key personnel/qualifications & license proof
4. Proposed approach, ability, scope and levels of service
5. Experience with federally funded projects, cost control and list of associated references
6. Current workload and ability to provide proposed services
7. Past and current litigation history, including claims, liens, judgments, and rulings
8. Errors and Omissions Insurance, please provide proof
9. Virtual Interviews with the top 3-4 firms from initial ranking.

Future projects may be subject to Federal and State contract provisions prescribed by various State and Federal Agencies.

The City 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.

The SOQ form and evaluation ranking criteria are included. SOQs are due no later than 4:00 PM, November 10, 2025. SOQ's received after this date and time may not be considered. The City of Helen reserves the right to accept or reject any and all SOQs and to waive informalities in the procurement process. SOQ packages (One digital and Three Hard copies) should be submitted to Mr. Darrell Westmoreland, City Manager, City of Helen, 25 Alpenrosen, PO Box 280 Helen, Georgia 30545. dwestmoreland@cityofhelen.org 706-878-2722. Questions and clarification requests should be submitted via email only.

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EVALUATION CRITERIA

1. Firm History & Mission Statement

<u>Points</u>	<u>Evaluation Criteria</u>
4	15+ years' experience
3	10-15 years' experience
2	5-10 years' experience
1	less than 5 years' experience

2. Familiarity with the community

<u>Points</u>	<u>Evaluation Criteria</u>
4	5 years or more working with community
3	3 to 4 years working with community
2	2 to 3 years working with community
1	less than 5 years' experience

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>
4	adequate scope, ability, level of service and timeliness
3	marginal scope, ability, level of service and timeliness
2	inadequate scope, ability and level of service proposed, and timeliness
1	not addressed

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

<u>Points</u>	<u>Evaluation Criteria</u>
4	15+ awards and positive references
3	10-15 awards and positive references
2	5 - 10 awards and positive references
1	less than 5 awards and positive references

6. Current Workload and ability to provide proposed services

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

7. Errors and Omissions Insurance

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

8. Litigation History and Outcomes

- Subject to discussion and point assignment based on responses

9. In Person or Virtual Interview presentation

<u>Points</u>	<u>Evaluation Criteria</u>
- 1-4 points	-Subject to discussion and point assignment following interview (if applicable)

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STATEMENT OF QUALIFICATIONS FORM

All information requested is required prior to consideration of any proposal. The undersigned certifies under oath to factual truth and correctness of all information.

1. FIRM NAME:
2. LEGAL ENTITY:
3. ADDRESS:
4. TELEPHONE NUMBER:
5. NAME, TITLE & EMAIL CONTACT OF RESPONDENT:
6. PREVIOUS BUSINESS NAMES:
 Years in business present form:
 Years in business under any other name:
 Date and State of incorporation:
7. Categories for which firm is legally qualified to provide services. Include applicable licenses and registrations.
8. Titles, names, and addresses of all officers:
9. List firms which any present officers may have been associated with as officers during the past five years.
10. Community Familiarity
11. Key personnel (include qualifications and license) likely to be involved on these type projects and respective roles.
12. Proposed approach, ability scope and levels of service.
13. Experience with federally funded projects. Please provide project name, location, owner, year, total project cost, contract amount, cost control, and nature of firm's responsibility:
14. Current Workload and ability to provide services.
15. List at least three professional references phone for firm (include email and number).
16. Errors & Omissions Insurance Amounts (please provide copies)
17. Has your firm defaulted on a contract or failed to complete any work awarded, or been involved in work related litigation? If so, please explain.
18. Certifying that:
_____(Name) being sworn deposes and says 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 _____, 202_.

NOTARY PUBLIC (SEAL)

My Commission Expires: