

CITY OF WAVERLY HALL
REQUEST FOR PROPOSALS
ENGINEERING GRANT SERVICES

Statements of qualifications and proposals are being requested from engineering firms with a strong record in successfully assisting local governments with the implementation of Community Development Block Grant (CDBG) programs. Responding firms should be technically qualified and licensed in the State of Georgia to provide these services.

Plans are to contract for engineering preliminary design services required for a potential FY 2026 CDBG project and, if funded, engineering services for the implementation of the project. The purpose of the project is to perform one or more of the following: street, drainage, water, and/or sewer improvements.

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

- 1. History of firm and resources**
- 2. CDBG/EIP/RDF experience, including other DCA 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. Draft PER would be needed no later than February 23, 2026 in order to comply with Tribal Consultation requirements**
- 8. Cost to provide NPDES monitoring (please list as a separate cost)**
- 9. Errors and Omissions Insurance**
- 10. Section 3 Certification Form (Submit with your Proposal if you are claiming Section 3 Status.)**

All contracts are subject to Federal and State contract provisions prescribed by the Georgia Department of Community Affairs. 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. Requests for Section 3 Forms should be submitted to the name and address listed below.

The City of Waverly Hall' 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.

Firms interested in submitting a proposal should be aware that the project may be subject to the Build America, Buy America Act (BABA). BABA requires products purchased in connection with infrastructure projects funded by Federal financial assistance programs to be produced in the United States, known as the "Buy America Preference (BAP)". Specifically, this is a statutory requirement that Federal funding for infrastructure projects use "covered materials" that are "American-made" which applies to the following products: Iron and steel; Manufactured products; and Construction materials.

Proposals should be received no later than **4:00 PM on December 30, 2025**. Proposals may be mailed or hand delivered. Hand delivered proposals must be submitted in a sealed envelope. Proposals received after the above date and time will not be considered. The City of Waverly Hall reserves the right to accept or reject any and all proposals and to waive informalities in the proposal process. Questions and completed proposals should be submitted to the name and address listed below:

Pam Nelms, City Clerk
City of Waverly Hall
9108 Ga Highway 85
P.O. Box 357
Waverly Hall, Ga 31831
(706) 582-2381

