



CITY OF  
**CAMILLA**  
30 East Broad Street  
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Camilla, Georgia 31730  
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[www.camillaga.net](http://www.camillaga.net)



December 4, 2018

**MEMORANDUM**

**TO: ALL INTERESTED CONSULTANTS**

**FROM: CHERYL FORD, CITY CLERK**

**SUBJECT: REQUEST FOR QUALIFICATIONS AND PROPOSALS  
PLANNING, DESIGN, ADMINISTRATION & RELATED SERVICES**

Enclosed is a Request for Qualifications and Proposals (RFPs) for the City of Camilla FY 2019 Community Development Block Grant. The Evaluation Rating Criteria scoring system is provided for your reference.

Interested consultants must submit a completed RFP, including supported documents, and a Section 3 Solicitation Packet to the City of Camilla by **Friday, January 11, 2019, 5:00 p.m.**

If there are any questions, please contact me.

Enclosure (RFP)

**CITY OF CAMILLA, GEORGIA**  
**REQUEST FOR QUALIFICATIONS AND PROPOSALS**  
**Planning, design, administrative and related services**

The City of Camilla, Georgia is requesting statements of qualifications and proposals from consultants with a strong record or qualifications, which will enable it to successfully assist the local government with development and implementation of a Community Development Block Grant. Responding firms should be qualified to provide planning, design and administrative services for a period of 2 - 3 years.

The City of Camilla seeks to immediately contract for planning, design and administrative related services for CDBG funds for public facilities. All contracts are subject to Federal and State contract provisions prescribed by the Georgia Department of Community Affairs.

Criteria for evaluation includes (1) knowledge of CDBG guidelines and regulations, (2) experience in design and/or administration of this type project, (3) knowledge of community, (4) workload and ability to meet the project schedule, and (5) track record for successfully administering previous CDBG projects. Proposers shall also cite examples of similar work in other communities, and include references from within those communities. References will be contacted.

Consultants may submit proposals for services to include planning, design, administrative and related services; **OR** submit proposals to include only CDBG administration and related services, **OR** submit proposals to include only design and related services.

**This project is covered under the requirements of Section 3 of the HUD Act of 1968. The Contract opportunity is a Section 3 covered contract and that Section 3 Business Concerns are encouraged to apply. All Section 3 Businesses are encouraged to submit a Section 3 package with your proposal. After the City selects an administrator and architect a Section 3 Solicitation Package must be submitted from the selected administrator and architect.**

Questions may be directed to Cheryl Ford, Camilla City Clerk, 30 E. Broad Street, Camilla, Georgia, 31730, Phone number 229.330.2325. For consideration, proposers must submit their proposals no later than 5:00 PM, **January 11, 2019**, to the City of Camilla. Proposals received after the above date may not be considered.

The City of Camilla reserves the right to accept or reject any and all proposals and to waive informalities in the proposal process. The City of Camilla is an Equal Opportunity Employer. Further in accordance with Section 504 of the Rehabilitation Act of 1973, as amended, The City of Camilla does not discriminate on the basis of handicapped status in the administration or operation of its programs.

CONSULTANT'S QUALIFICATIONS

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

NAME OF FIRM: \_\_\_\_\_

FORM OF LEGAL ENTITY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

NAME AND TITLE OF RESPONDENT: \_\_\_\_\_

PREVIOUS BUSINESS NAMES: \_\_\_\_\_

1. Years in business present form: \_\_\_\_\_

Years in business under any other name: \_\_\_\_\_

2. Date of incorporation: \_\_\_\_\_

State of incorporation: \_\_\_\_\_

3. Titles, names, and addresses of all officers: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. List categories for which firm is legally qualified to do business. Include licenses and registrations where applicable.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Has your firm defaulted on a contract or failed to complete any work awarded, or been involved in work related litigation? If so, explain.

6. List firms which any present officers may have been associated with as officers during the past five years.

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7. List up to ten (10) projects which demonstrate skills to be used on CDBG projects. Note project name, location, owner, year, contract amount, and nature of firm's responsibility:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

8. List key personnel (with qualifications) likely to be involved on this type project and explain their specific role.

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9. Please furnish a statement of proposed scope of services for this project. This statement should include Planning, Design and/or Administrative and related services, and your proposed fee. This fee may be expressed either as individual charges, a lump sum or as a range with a minimum and maximum.

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10. List three professional references for the firm (include phone number).

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

11. Certifying that:

Mr./Mrs./Ms. \_\_\_\_\_ being duly 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 \_\_\_\_\_, 20\_\_.

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NOTARY PUBLIC

My Commission Expires:

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# Evaluation Rating Criteria

## **Knowledge of CDBG guidelines and regulations**

- 4 – 15+ years experience*
- 3 – 10-15 years experience*
- 2 – 5-10 years experience*
- 1 – less than 5 years experience*

## **Experience in design/administration of this type of project**

- 4 – 15+ years experience*
- 3 – 10-15 years experience*
- 2 – 5-10 years experience*
- 1 – less than 5 years experience*

## **Knowledge of community**

- 4 – 4+ years of working with community*
- 3 – 3-4 years of working with community*
- 2 – 2-3 years of working with community*
- 1 – 1 year or less of working with community*

## **Workload and ability to meet the project schedule**

- 4 – adequate staff size and operating equipment to successfully design/administer project*
- 3 – marginal staff size and operating equipment to successfully design/administer project*
- 2 – inadequate staff size and operating equipment to successfully design/administer project*
- 1 – not addressed*

## **Relevant experience as requested**

- 4 – 10+ projects listed*
- 3 – 7-10 projects listed*
- 2 – 5-7 projects listed*
- 1 – less than 5 projects listed*

## **Track record for successfully designing/administering previous CDBG projects**

- 4 – designed/administered 10+ CDBG projects*
- 3 – designed/administered 7-10 CDBG projects*
- 2 – designed/administered 5-7 CDBG projects*
- 1 – designed/administered less than 5 CDBG projects*