

CITY OF OXFORD
REQUEST FOR PROPOSALS
ENGINEERING SERVICES

Date: June 13, 2025

Proposals Due: July 15, 2025

General

Statements of qualifications and proposals are being requested from consultants with a strong record in successfully assisting local governments with the implementation of Southeast Crescent Regional Commission (SCRC) or other Federally Funded Programs related to community and economic development. Responding firms should be technically qualified and licensed in the State of Georgia to provide these services.

Background

The City of Oxford plans to contract with a reputable consulting firm for engineering and design services for Federally Funded Projects related to community and economic development. This procurement could include Community Development Block Grant (CDBG), Redevelopment Fund Projects (RDF), Community Housing Improvement Program (CHIP), Home Investment Partnerships Program (HOME), Employment Incentive Program (EIP), Economic Development Administrations (EDA) Projects, Southeast Crescent Regional Commission (SCRC) Projects, United States Department of Agriculture (USDA) Projects, and any other federally funded project in Compliance with 2 CFR 200 for Procurement. This procurement action may also lead to additional project contracts and/or contract addendums for planning, administrative and other related services for State and Federally funded projects. This is not a request for a retainer of services. Immediate plans call for services to assist with the preparation of a Preliminary Engineering Report for a 2025 SEID grant application as part of a SCRC funding program related to public infrastructure improvements for a water system improvements construction project consisting of the replacement of an aging water main on Haygood Avenue. All firms submitting will be reconsidered, on a project-by-project basis, should future state and federally funded opportunities arise within the next 2-3 year period.

Evaluation

Procedures for selection of an individual or firm will be in accordance with local government requirements, the Common Rule Selection Process, and HUD administered regulations. All Statements of Qualifications will be evaluated in terms of project approach, timing, experience, quality of work, capacity to perform, and costs. Prior experience in similar projects and qualifications of principal staff should be included. Past performances on similar projects, multi-use planning, and design also will be reviewed for project timeliness, completing work within budget, quality of work and other factors such as knowledge of community. Local government experiences and qualifications desired include, but are not limited to, preparation of engineering plans for water system improvements, federally funded projects, site assessments, estimations of plan implementation costs, and ability to provide design and construction management services.

Information Required

The statement of qualifications shall contain the following:

- A. History of firm and resources

- B. SCRC/CDBG/EIP/RDF experience, including other GA DCA grant programs
- C. Key personnel/qualifications
- D. Current workload
- E. Scope and level of service proposed
- F. Experience with similar projects and list of references
- G. 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. The draft PER would be needed no later than **July 18, 2025**.
- H. Errors and Omissions Insurance
- I. Statement of Qualifications Form
- J. Section 3 Certification Form (Only Submit with your Qualifications if you are claiming Section 3 Status)

Selection Process

The procedure being followed is a request for qualifications followed by a review, ranking, and selection by the City of Oxford. An invitation to conduct the project will be issued to the selected firm and all RFQ respondents will be notified of selection or non-selection at the appropriate time.

Schedule

June 13, 2025 - Request for Qualifications Published

July 15, 2025 - Qualifications received by 12:00 p.m. (deadline)

July 15, 2025 - Vendor List prepared

July 15, 2025 – Vendors reviewed and selected by the City of Oxford

The schedule is approximate. All items except the receipt date for qualifications statements will be subject to changes at the discretion of Oxford City Hall.

Procedures for Submission of Statement of Qualifications

Statements of qualifications must be received by the City of Oxford no later than 12:00 p.m. E.S.T., July 15, 2025. Late Submissions will be returned unopened. Facsimile and emailed submittals will not be accepted. Statements of qualifications (1 hard copy + 1 digital copy) should be sent directly to:

Mr. Bill Andrew, City Manager
Oxford City Hall
110 West Clark Street
Oxford, GA 30054
770.786.7004
bandrew@oxfordgeorgia.org

The statement of proposals must be accompanied by a cover letter stating the name and role of the primary consultant and any sub-consultants. It should be signed by officers of the prime and subcontractors with the authority to submit a statement of proposals from their respective firms.

General questions regarding this RFP should be emailed to: bandrew@oxfordgeorgia.org. Questions and answers will also be published on <https://www.oxfordgeorgia.org/>.

Miscellaneous Provisions

- A. All contracts are subject to Federal and State contract provisions. This project may be covered under the requirements of Section 3 of the HUD Act of 1968, as amended, and Section 3 Business Concerns are encouraged to apply.
- B. The City of Oxford also abides by the following laws as they pertain to HUD Assisted Projects, if applicable: 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); the Architectural Barriers Act of 1968; and the Build America, Buy America requirements established under the Infrastructure Investment and Jobs Act of 2021.
- C. The City of Oxford shall not be responsible for any costs incurred in the preparation of the statement of qualifications or other related activities.
- D. All questions shall be submitted in writing (e-mail is acceptable). All questions and responses will be shared with all requesting firms responding to this RFQ before the stated deadline.
- E. All materials submitted in connection with this RFQ will be public documents and subject to the Open Records Act and all other laws of the State of Georgia and the United States of America, and subject to the open records policies of the City of Oxford. All such materials shall remain the property of the City of Oxford and will not be returned to the respondent.
- F. All respondents to this RFQ shall hold harmless the City of Oxford and any of their officers and employees from all suits and claims alleged to be a result of this RFQ. The issuance of this RFQ constitutes only an invitation to present qualifications. The City of Oxford reserves the right to determine, at its sole discretion, whether any aspect of a respondent's submittal meets the criteria in this RFQ. The City of Oxford also reserves the right to seek clarifications, to negotiate with any vendor submitting a response, to reject any or all responses with or without cause, and to modify the procurement process and schedule. In the event that this RFQ is withdrawn, or the project canceled for any reason, the City of Oxford shall have no liability to any respondent for any costs or expenses in connection with this RFQ or otherwise.

Bill Andrew, City Manager

