

**CITY OF CALHOUN, GEORGIA**  
**REQUEST FOR QUALIFICATIONS AND PROPOSALS**  
**PRELIMINARY ENGINEERING REPORT, DESIGN SERVICES AND**  
**CONSTRUCTION ADMINISTRATION**

Date: **MAY 4, 2026**

Statements of qualifications and proposals are being requested from Engineering Firms with a strong record in successfully assisting local governments with the preliminary report, final design, and construction administration of Federally Assisted Projects. Responding firms should be qualified to provide a Preliminary Engineering Report (PER), design and construction administration services for projects utilizing federal funds.

Plans are to contract, within a year from the date of this notice, a reputable Engineering Firm for Preliminary Report, Design and Construction Administration services for Federally Funded Projects related to community and economic development. This procurement could include Appalachian Regional Commission (ARC) Projects, Community Development Block Grants (CDBG), Employment Incentive Program (EIP) Projects, Georgia Environmental Facilities Authority (GEFA) Projects, Economic Development Administration (EDA) Projects, DBE, Davis-Bacon, and any other federally funded project in compliance with 24 CFR 570.489(g). This procurement action may also lead to additional project contracts and/or contract addendums for Preliminary Engineering Report (PER), design and construction administration services, for State and Federally funded projects. This is **not** a request for retainer services. Immediate plans call for services to assist the City with the Preliminary Engineering Report, Design Services and Construction Administration Services for a project involving sanitary sewer rehabilitation and/or replacement which the City plans to submit for ARC funding application. Submitting firms will be reconsidered, on a project-by-project basis, should future federally funded opportunities arise in the next 5-year period from the date of this notice.

**Information which should be submitted for our evaluation is as follows:**

- 1) History of the firm and resources
- 2) Federal Funds Engineering Experience, including HUD, EDA, etc.
- 3) Key personnel/qualifications
- 4) Current workload
- 5) Scope and level of service proposed
- 6) Experience with similar projects and a list of references
- 7) Fee Percentages (if any) associated with the Engineering Report (PER), for the application, and Design and Construction Administration Services, if the project is funded. The draft PER would be needed no later than **June 15, 2026**. A full PER would be required by July 5, 2026. The ARC pre-application due date is June 19, 2026
- 8) Errors and Omissions Insurance, please provide a copy.
- 9) Statement of Qualifications Form
- 10) Section 3 Certification Form (*Only Submit with your Proposal if you are claiming Section 3 Status.*)

The immediate project is subject to Federal and State contract provisions prescribed by the Georgia Department of Community Affairs and/or other federal agencies listed above. The immediate 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. Future federal projects may not require Section 3 compliance.

*The City of Calhoun 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 and the Build America, Buy America Act (BABA).*

It is important to ensure that firms interested in submitting a proposal are aware that the project may be subject to the Build America, Buy America Act (BABA), enacted as part of the Infrastructure Investment and Jobs Act. 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." The BAP applies to the following products: Iron and steel; Manufactured products; and Construction materials.

Statement of Qualifications and Proposals should be received no later than **5:00 PM on June 5, 2026**. Statement of Qualifications and Proposals received after the above date and time may not be considered. We reserve the right to accept or reject any and all proposals and to waive informalities in the proposal process.

To meet GEFA 2-Step procurement requirements, the City of Calhoun reserves the right and may choose to conduct interviews with a shortlisted number of proposers before awarding the contract.

Questions and proposal packages should be submitted to the name and address listed below:

**Andrea Everett, Purchasing Agent**  
**700 West Line St.**  
**Calhoun, GA 30701**  
**706-602-5682**  
**AEverett@calnet-ga.net**



### **Miscellaneous Provisions**

- A. All contracts are subject to federal and state contract provisions prescribed by the Georgia Department of Community Affairs, Appalachian Regional Commission, or Georgia Environmental Finance Authority.
- B. The City of Calhoun also abides by the following laws, as they may be applicable to the project: *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.*
- C. This may be a Section 3 business opportunity. Section 3 businesses are encouraged to apply.
- D. As a basic service, the engineer/ architect is responsible for obtaining and maintaining all Build America Buy America (BABA) documentation (particularly manufacturers' certifications) during construction, which shall be transferred to the recipient. The architect or engineer will need to certify to this action at the project's end.
- E. Neither the NWGRC nor the participating local government shall be responsible for any costs incurred in the preparation of the statement of qualifications or other related activities.
- F. All questions shall be submitted in writing (e-mail is preferred). All questions and responses will be shared with all requesting firms responding to this RFQ before the stated deadline.
- G. 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 Calhoun and the Northwest Georgia Regional Commission. All such materials shall remain the property of the City of Calhoun and will not be returned to the respondent.
- H. All respondents to this RFQ shall hold harmless the Northwest Georgia Regional Commission, the participating local governments, 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 Calhoun 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 Calhoun 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 Northwest Georgia Regional Commission and participating governments shall have no liability to any respondent for any costs or expenses in connection with this RFQ or otherwise.