

TOWN OF TALLULAH FALLS
REQUEST FOR STATEMENT OF QUALIFICATIONS ENGINEERING SERVICES

Date: January 8, 2026

Statements of Qualifications (SOQ) 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 and licensed in the State of Georgia to provide a Preliminary Engineering Report (PER), design and construction administration services for projects utilizing federal funds.

Plans are to contract, within two (2) years 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 Community Development Block Grants (CDBG), Redevelopment Fund Projects (RDF), Employment Incentive Program (EIP) Projects, Economic Development Administration (EDA) Projects, Georgia Environmental Facilities Authority (GEFA), United States Department of Agriculture (USDA), Federal Highway Administration (FHA) and any other federally funded project in compliance with CFR 200 for Procurement. 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. Submitting firms will be considered, on a project-by-project basis, should federally funded opportunities arise in the next 24-month period.

Anticipated programs include water storage and distribution.

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

- 1) History of firm and resources
- 2) Familiarity with the community
- 3) Key personnel/qualifications
- 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) Interviews with the top 2-3 firms from initial ranking.

Future projects may be subject to Federal and State contract provisions prescribed by the Georgia Department of Community Affairs and other federal agencies listed above. HUD projects are covered under the requirements of Section 3 of the HUD Act of 1968, as amended and Section 3 Business Concerns are encouraged to apply.

The Town of Tallulah Falls 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.

Statement of Qualifications Form and Section 3 Certification Form are enclosed for your use. SOQ's should be received no later than 4:00 PM on February 9, 2026. SOQ's received after the above date and time may not be considered. We reserve the right to accept or reject any and all SOQ's and to waive informalities in the procurement process. Questions and SOQ packages should be submitted to the name and address listed below:

Linda Lapeyrouse
Town Clerk
Town of Tallulah Falls
255 Main Street, PO Box 56
Tallulah Falls, GA 30573
706-754-6040
clerk@tallulahfallsga.gov

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EVALUATION CRITERIA

1. History of Firm and Resources

<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

<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 _____, 20__.

NOTARY PUBLIC (SEAL)

My Commission Expires: