

CITY OF SANTA CLAUS
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, for 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. The 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.

The City of Santa Claus' 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.

Proposals should be received no later than **4:00 PM on November 11, 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 Santa Claus reserves the right to accept or reject any and all proposals and to waive informalities in the proposal process. Questions, requests for Section 3 Forms and Completed Proposals should be submitted to the name and address listed below:

Donita Bowen, Mayor
City of Santa Claus
25 December Drive
Santa Claus, Ga 30436
(912) 526-6949