

City of Cochran — RFP for Engineering Services

Date: **December 30, 2025**

1. Introduction & Procurement Purpose

The City of Cochran is soliciting qualifications and proposals from Engineering and/or Architectural firms to support federally assisted community and economic development projects. Immediate plans call for Preliminary Engineering Report (PER), design services, and construction administration for a prospective FY2026 Community Development Block Grant (CDBG) project. This procurement may also support future federally or state funded projects consistent with applicable procurement requirements.

2. Project Background

The City anticipates upgrades to its water and sewer systems as the primary purpose of the FY2026 CDBG project.

3. Program Coverage & Applicability

Services solicited under this RFP may be utilized for CDBG projects and other federally or state funded programs including, but not limited to, the Employment Incentive Program (EIP), Georgia Environmental Finance Authority (GEFA) projects, and Economic Development Administration (EDA) projects. Procurement actions will be conducted in compliance with applicable federal and state regulations (e.g., 24 CFR 570.489(g)).

4. Scope of Services

The selected firm(s) may be tasked with any or all of the following, depending on funding and project needs:

- Preliminary Engineering Report (PER) in support of funding applications.
- Final design services, including preparation of plans, specifications, and cost estimates.

- Construction administration and management, including bidding assistance, contract administration, construction observation, and closeout.
- Grant implementation support and coordination with the City and relevant agencies.

5. Submission Requirements

1. History of firm and available resources.
2. Experience with federally assisted engineering projects (e.g., HUD/CDBG, EDA, GEFA) and other DCA programs (EIP/RDF).
3. Key personnel and qualifications for PER, design, and construction administration.
4. Current workload and capacity to deliver on proposed schedule.
5. Scope and level of services proposed, including approach to PER, design, and construction administration.
6. Experience with similar water and sewer infrastructure projects and at least three references.
7. Fee structure/percentages (if any) associated with PER, design, and construction administration services.
8. Errors and Omissions (Professional Liability) Insurance — attach certificate of insurance.
9. Completed Statement of Qualifications (SOQ) Form.
10. Section 3 Certification Form (submit only if claiming Section 3 status).

6. Federal and State Compliance Requirements

This procurement and any resulting contracts shall comply with all applicable federal and state laws, including:

- Title VI of the Civil Rights Act of 1964.
- Section 109 of the Housing and Community Development Act of 1974, Title I.
- Title VIII 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).
- Architectural Barriers Act of 1968.
- Build America, Buy America Act (BABA) — where applicable to materials and products.

7. HUD Section 3

The immediate project is covered under the requirements of Section 3 of the HUD Act of 1968, as amended. Section 3 Business Concerns are encouraged to apply. Future federally funded projects may or may not require Section 3 compliance.

8. Procurement Conditions

- This is not a request for retainer services.
- Submitting firms may be reconsidered for future federally or state funded opportunities on a project-by-project basis within a 24-month period from the date of this notice.

9. Schedule & Deadlines

- RFQ/RFP publication date: December 30, 2025.
- Proposal due date: 5:00 PM, January 30, 2026.
- Draft PER due: [Insert calendar date aligned with funding application milestones].

10. Submission Instructions

Interested parties should request the Statement of Qualifications form and the Section 3 Certification form (if applicable) prior to preparing and submitting their proposal.

Questions and proposal packages should be submitted in a sealed envelope to:

Name: Richard Newbern, City of Cochran City Manager

Address: 112 W Dykes Street Cochran, Georgia 31014

Phone: (478) 934-6346

Email: rnewbern@cityofcochran.com

11. Proposal Format & Delivery

- Submit one (1) electronic PDF and three (3) sealed hard copies.
- PDF file naming: COCHRAN_ENG_[FirmName]_[SubmissionDate].pdf
- Proposals received after the deadline may not be considered.
- The City reserves the right to accept or reject any and all proposals and to waive technicalities.

12. Evaluation Criteria

- Relevant federal and CDBG experience.
- Qualifications of key personnel.
- Understanding of scope and proposed approach.
- Past performance and references.
- Capacity and current workload.
- Fee structure and overall value.
- Section 3 status (if applicable).

13. Insurance

Provide evidence of Errors and Omissions (Professional Liability) Insurance by attaching a current certificate of insurance.

Attachments

- Attachment A — Statement of Qualifications Form (SOQ).
- Attachment B — Section 3 Certification Form.