

CITY OF COCHRAN
REQUEST FOR QUALIFICATIONS AND PROPOSALS
ARCHITECTURAL SERVICES

Date:
12-10-2024

Statements of qualifications and proposals are being requested from architects with a strong record in successfully assisting local governments with the renovation of historic municipal buildings. Responding firms should be qualified to design and oversee the renovation of walls, floors, ceilings, lighting, plumbing, a conference room and offices.

Plans are to contract, within a year from the date of this notice, with a reputable architectural firm for architectural services for Federally Funded Projects related to community and economic development. This procurement could include Community Development Block Grants (CDBG), Redevelopment Fund Projects (RDF), Community Housing Improvement Program (CHIP), Home Investment Partnerships Program (HOME), Employment Incentive Program (EIP) Projects, Economic Development Administration (EDA) Projects, and any other federally funded project in compliance with 24 CFR 570.489(g).

Responding firms should be qualified to provide architectural design and related services including, but not limited to: renovation of an auditorium, bathroom, conference room and offices inside of a historical municipal building.

This procurement action may also lead to additional project contracts and/or contract addendums for architectural services, for State and Federally funded projects. This is not a request for retainer services. Immediate plans call for services to assist with the preparation and administration of a FY 2025 Community Development Block Grant (CDBG) project AND a FY 2025 Community Housing Investment Program (CHIP). All firms submitting will be re-considered, on a project-by-project basis, should future federally funded opportunities arise in the next 24-month period from date of this notice.

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

- 1) History of firm and resources**
- 2) Federal Architectural 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 list of references**
- 7) Fees associated with Architectural Design and Oversight. A Percentage structure is acceptable.**
- 8) Statement of Qualifications Form**
- 9) Section 3 Certification Form for HUD assisted projects, if claiming Section 3 Status**

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

The City of Cochran 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.

Interested parties should request copies of the Statement of Qualifications Form and Section 3 Certification Form prior to preparing and submitting their proposal. Proposals should be received no later than 2:00 PM on January 10, 2025.

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. Questions and proposal packages should be submitted to the name and physical address or email address listed below:

Mr. Richard Newbern, City Manager
City of Cochran
112 West Dykes Street
Cochran, Georgia 30214
(478) 308-3865
Email: rnewbern@cityofcochran.com

