CITY OF COLLINS
REQUEST FOR PROPOSALS
ENGINEERING GRANT SERVICES

October 29, 2026

The City of Collins is requesting statements of qualifications and proposals from engineering firms with a strong record of assisting local governments in implementing 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 FY27 CDBG project and, if funded, for Engineering Services to implement the project. The project will improve the city's sewerage system, as well as street and drainage.

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

1) **History of the 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 a list of references**
7) **Fees and/or Percentages (if any) associated with the Preliminary Engineering Report for the application and Design and Construction Management Services, if the project is funded. The draft PER is due no later than January 16, 2027.**
8) **Errors and Omissions Insurance**
9) **Statement of Qualifications Form**

All contracts are subject to Federal and State contract provisions prescribed by the Georgia Department of Community Affairs.

The City of Collins 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); the Architectural Barriers Act of 1968; and the Build America, Buy America Act (BABA).

Interested parties should request copies of the Statement of Qualifications Form prior to preparing and submitting their proposal. Proposals should be received no later than **12:00 p.m. on December 1, 2026**. 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, Statement of Qualifications, and proposal packages should be submitted to:

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