

City of Commerce
Request for Qualifications
Engineering Services for the City of Commerce
Municipal Ground Well Infrastructure Improvements Project

General

The City of Commerce is issuing a Request for Qualifications (RFQ) to engineering firms experienced in the development of engineering plans and construction and bid documents for water infrastructure projects. The project may include a new groundwater well, and ground storage tank, a chemical feed system, and new piping and pumping components for treating and integrating new supplies of water into the City's existing distribution network at the intersection of Ridgeway Drive and Carson Street. Responding firms should be technically qualified, licensed to provide design and engineering services relevant to the scope of work, and experienced in the preparation of plans for infrastructure projects. Services to be provided will include preparation of a Preliminary Engineering Report (PER) and further design, bid, and management services if federal or state funding is awarded.

Background

The City of Commerce intends to apply for federal and/or state funding through the Appalachian Regional Commission (ARC), Georgia Environmental Finance Authority (GEFA), or other similar funding agencies. The project seeks to increase the capacity of the City's water system.

Administration

The RFQ is issued by the City of Commerce with technical assistance provided by the Northeast Georgia Regional Commission (NEGRC).

Evaluation

Procedures for the selection of an individual or firm will be in accordance with local government requirements and the Common Rule Selection Process. All Statements of Qualifications will be evaluated in terms of project approach, timing, experience, quality of work, capacity to perform, and costs. Prior experience in similar projects and qualifications of principal staff should be included. Past performances on similar projects, infrastructure, and design will also be reviewed for project timeliness. Other factors that may be under consideration are the ability to complete work within budget, quality of work, and other factors, such as knowledge of the community and local area. Local government experiences and qualifications desired include, but are not limited to, preparation of engineering plans for new construction, infrastructure, federally funded projects, and estimation of plan implementation costs.

Information Required

The statement of qualifications shall contain the following:

- A. History of the firm and resources
- B. ARC experience, including other DCA grant programs
- C. Key personnel/qualifications
- D. Current workload
- E. Scope and level of service proposed
- F. Experience with similar projects and a list of references
- G. 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 **March 1, 2026**.
- H. Errors and Omissions Insurance

Selection Process

The procedure being followed is a request for qualifications followed by a review, ranking, and selection by the City of Commerce. An invitation to conduct the project will be issued to the selected firm, and all RFQ respondents will be notified of selection or non-selection at the appropriate time.

Schedule

November 12, 2025 Request for Qualifications Published
December 15, 2025 Qualifications received by 5:00 pm (deadline)
December 16, 2026 Vendor List prepared
January 12, 2026 Vendors reviewed and selected by the City of Commerce

This schedule is approximate. All items except the receipt date for qualifications statements will be subject to change at the discretion of the City of Commerce.

Procedures for Submission of Statement of Qualifications

All statements of qualifications must be received by the City of Commerce no later than **5:00 pm EST, December 15, 2025**. Late submissions will be returned unopened. Facsimile and emailed submittals will not be accepted. Statements of qualifications (1 hard copy and 1 digital copy) should be sent directly to:

Mark Beatty, Director of Planning and Government Services
Northeast Georgia Regional Commission
305 Research Drive
Athens, GA 30605
706.369.5792
MBeatty@negrc.org

The statement of qualifications must be accompanied by a cover letter stating the name and role of the primary consultant and any sub-consultants. It should be signed by officers of the prime and subcontractors, if applicable, with the authority to submit a statement of qualifications from their respective firms.

General questions regarding this RFQ should be emailed to: pqsassist@negrc.org. Questions and answers will also be published on <https://commercega.gov/business/bid-opportunities>, if applicable.

Miscellaneous Provisions

- A. All contracts are subject to federal and state contract provisions prescribed by the Georgia Department of Community Affairs, Appalachian Regional Commission, or Georgia Environmental Finance Authority.
- B. The City of Commerce also abides by the following laws, as they may be applicable to the project: *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.*
- C. This may be a Section 3 business opportunity. Section 3 businesses are encouraged to apply.
- D. Neither the NEGRRC nor the participating local government shall be responsible for any costs incurred in the preparation of the statement of qualifications or other related activities.
- E. All questions shall be submitted in writing (e-mail is preferred). All questions and responses will be shared with all requesting firms responding to this RFQ before the stated deadline.
- F. All materials submitted in connection with this RFQ will be public documents and subject to the Open Records act and all other laws of the state of Georgia and the United States of America, and subject to the open records policies of the City of Commerce and the Northeast Georgia Regional Commission. All such materials shall remain the property of the City of Commerce and will not be returned to the respondent.
- G. All respondents to this RFQ shall hold harmless the Northeast Georgia Regional Commission, the participating governments, and any of their officers and employees from all suits and claims alleged to be a result of this RFQ. The issuance of this RFQ constitutes only an invitation to present qualifications. The City of Commerce reserves the right to determine, at its sole discretion, whether any aspect of a respondent's submittal meets the criteria in this RFQ. The City of Commerce also reserves the right to seek clarifications, to negotiate with any vendor submitting a response, to reject any or all responses with or without cause, and to modify the procurement process and schedule. In the event that this RFQ is withdrawn or the project canceled for any reason, the Northeast Georgia Regional Commission and participating governments shall have no liability to any respondent for any costs or expenses in connection with this RFQ or otherwise.