



FEDERALLY FUNDED

Request for Qualifications

RFQ Item #25-163

Collaborative Applicant/Lead Agency
For

Augusta, Georgia – Housing and Community Development

RFQ Due: Monday, April 14, 2025 @ 11:00 a.m.

Until further notice

**All RFQ openings, conferences and evaluation meetings
will be conducted by electronic teleconferencing via ZOOM
Instructions are enclosed**

Sec. 1-10-50. Sealed bids selection method:

Bid acceptance and bid evaluation. Provided that the bids are delivered to the Procurement Director at the time, place, and under the conditions contained in the Invitation for Bids, the bids shall be conditionally accepted without alteration or correction pending evaluation.

To Ensure Timely Deliveries, It Is The Responsibility Of The Vendor To Ensure Their Bid Submittal Is Received By The Time Specified Above. All Submittals MUST Be Received During Our Normal Office Hours From 8:30 A.M. To 5:00 P.M., Monday Through Friday. No Deliveries Will Be Accepted Prior To 8:30 A.M. Or After 5:00 P.M., As The Building Is Closed To The Public And Delivery Services Outside Of These Hours.

One Original and Seven (7) Copies of RFQ shall be submitted

Thanks for doing business with us . . .
Darrell White, Interim Procurement Director
535 Telfair Street, Room 605
Augusta, Georgia 30901



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Request for Qualification

Request for Qualifications will be received at this office until **Monday, April 14, 2025 @ 11:00 a.m.** via ZOOM Meeting ID: **810 3650 9670**; Passcode: **25163** for furnishing:

RFQ Item #25-163 Collaborative Applicant/Lead Agency for Augusta, GA Housing and Community Development

RFQs will be received by: The Augusta Commission hereinafter referred to as the OWNER at the offices of:

Darrell White, Interim Director
Augusta Procurement Department
535 Telfair Street - Room 605
Augusta, Georgia 30901

RFQ documents may be viewed on the Augusta Georgia web site under the Procurement Department ARcbid. RFQ documents may be obtained at the office of the Augusta, GA Procurement Department, 535 Telfair Street – Room 605, Augusta, GA 30901 (706-821-2422).

Pre-Qualification Conference will be held on Monday, March 24, 2025 @ 2:00 p.m. via Zoom Meeting ID: 895 4792 4491; Passcode: 25163.

All questions must be submitted in writing by fax to 706 821-2811 or by email to procbidandcontract@augustaga.gov to the office of the Procurement Department by Tuesday, March 25, 2025 @ 5:00 P.M. No RFQ will be accepted by fax or email, all must be received by mail or hand delivered.

No RFQ may be withdrawn for a period of **90 days** after RFQs have been opened, pending the execution of contract with the successful bidder(s).

Request for qualifications (RFQ) and specifications. An RFQ shall be issued by the Procurement Office and shall include specifications prepared in accordance with Article 4 (Product Specifications), and all contractual terms and conditions applicable to the procurement. **All specific requirements contained in the request for qualification including, but not limited to, the number of copies needed, the timing of the submission, the required financial data, and any other requirements designated by the Procurement Department are considered material conditions of the bid which are not waivable or modifiable by the Procurement Director.** All requests to waive or modify any such material condition shall be submitted through the Procurement Director to the appropriate committee of the Augusta, Georgia Commission for approval by the Augusta, Georgia Commission. Please mark the RFQ number on the outside of the envelope.

GEORGIA E-Verify and Public Contracts: The Georgia E-Verify law requires contractors and all sub-contractors on Georgia public contract (contracts with a government agency) for the physical performance of services over \$2,499 in value to enroll in E-Verify, **regardless of the number of employees.** They may be exempt from this requirement if they have no employees and do not plan to hire employees for the purpose of completing any part of the public contract. Certain professions are also exempt. All requests for qualification issued by a city must include the [contractor affidavit](#) as part of the requirement for their bid to be considered.

Proponents are cautioned that acquisition of RFQ documents through any source other than the office of the Procurement Department is not advisable. Acquisition of RFQ documents from unauthorized sources places the proponent at the risk of receiving incomplete or inaccurate information upon which to base their qualifications.

Correspondence must be submitted via mail, fax or email as follows:

Augusta Procurement Department
Attn: Darrell White, Interim Procurement Director
535 Telfair Street, Room 605
Augusta, GA 30901
Fax: 706-821-2811 or Email: procbidandcontract@augustaga.gov

DARRELL WHITE, Interim Procurement Director

Publish:

Augusta Chronicle February 27, 2025, and March 6, 13, 20, 2025
Metro Courier February 27, 2025

cc: Tameka Allen Administrator
Hawthorne Welcher Housing and Community Development Department
Ashkea White Housing and Community Development Department

Revised: 10/2/24

**PROCUREMENT DEPARTMENT BIDS AND CONTRACTS
ELECTRONIC RFQ OPENING INFORMATION**

The Augusta, Georgia Procurement Department conducts Public RFQ Openings to award quality contracts for Augusta. Bidders may participate in our Public RFQ Openings via webcast or teleconference by following the instructions outlined below:

[ELECTRONIC RFQ INSTRUCTIONS](#)

Join from a PC, Mac, iPad, iPhone or Android device

***Pre-Qualification Conference – RFQ #25-163 Consulting Services Related to
U. S. Department of Housing and Urban Development***

Monday, March 24, 2025 @ 2:00 p.m.

ZOOM Opening:

1. Go to <https://zoom.us/join> and enter meeting ID: 895 4792 4491
2. Password: 25163
3. Telephone number: 646 876 9923

***RFQ Opening – RFQ #25-163 Consulting Services Related to
U. S. Department of Housing and Urban Development***

Monday, April 14, 2025 @ 11:00 a.m.

ZOOM Opening:

1. Go to <https://zoom.us/join> and enter meeting ID: 810 3650 9670
2. Password: 25163
3. Telephone number: 646 876 9923

OFFICIAL RFQ RESULTS will Post within 5 Days

For Assistance: Please Contact the Bid and Contract Team at (706) 821-2422

INSTRUCTIONS TO SUBMIT

1.1 **Purpose:** The purpose of this document is to provide general and specific information for use by vendors in submitting a proposal to supply Augusta, Georgia with equipment, supplies, and or services as listed above. All proposals are governed by the Augusta, Georgia Code.

1.2 **Viewing the Augusta Code:** All proposals are governed and awarded in accordance with the applicable federal and state regulations and the Augusta, Georgia Code. To view the Code visit Augusta’s website at www.augustaga.gov or <http://www.augustaga.gov/index.aspx?NID=685> **Guidelines & Procedures.**

1.3 **Compliance with laws:** The Proponent shall obtain and maintain all licenses, permits, liability insurance, workman’s compensation insurance and comply with any and all other standards or regulations required by federal, state or Augusta, Georgia statute, ordinances and rules during the performance of any contract between the Proponent and Augusta, Georgia. Any such requirement specifically set forth in any contract document between the Proponent and Augusta, Georgia shall be supplementary to this section and not in substitution thereof.

1.4 **Proposal’s For All Or Part:** Unless otherwise specified by Augusta, Georgia or by the proponent, **AUGUSTA, GEORGIA RESERVES THE RIGHT TO MAKE AWARD ON ALL ITEMS, OR ON ANY OF THE ITEMS ACCORDING TO THE BEST INTEREST OF AUGUSTA, GEORGIA.** Proponent may restrict his proposal to consideration in the aggregate by so stating but must name a unit price on each item submitted upon.

1.5 **All protest shall be made in writing to:**

Attn: Darrell White, Interim
Director of Procurement
535 Telfair Street, Room 605
Augusta, GA 30901,
Fax: 706-821-2811 or
Email:
procbidandcontract@augustaga.gov

1.6 **Minority/Women Business Enterprise (MWBE) Policy:** *Court Order Enjoining Race-Based Portion of DBE Program* **Augusta, Georgia does not have a race or gender conscious**

Disadvantaged Business Enterprises (DBE) program for projects having Augusta, Georgia as the source of funding. Augusta does enforce mandatory DBE requirements of federal and state agencies on contracts funded by such agencies and has a DBE Program to comply with U.S. Department of Transportation (DOT), Federal Transit Administration (FTA), Federal Aviation Administration (FAA) and other federal and state mandated DBE requirements for certain DOT, FTA, FAA, and other federal and state assisted contracts as required by 49 C.F.R. Part 26, et. seq. and/or 49 C.F.R. Part 23, et. seq. This DBE program is only for DOT, FTA and FAA assisted contracts and other federal or state funded contracts having mandatory DBE requirements. (See Article 13 of the Augusta, GA. Code.)

Augusta, Georgia prohibits any language in any solicitation, bid or contract that is inconsistent with the July 21, 2011, Court Order in the case, Thompson Wrecking, Inc. v. Augusta Georgia, civil action No. 1:07-CV-019. Any such language appearing in any Augusta, Georgia solicitation, bid or contract is void and unenforceable.

A copy of this Order can be reviewed at www.augustaga.gov home page.

1.7 **Augusta, Georgia License Requirement:** For further information contact the License and Inspection Department @ 706 312-5050.

General Contractors License Number: If applicable, in accordance with O.C.G.A. §43-41, or be subjected to penalties as may be required by law.

Utility Contractor License Number: If applicable, in accordance with O.C.G.A. §43-14, or be subjected to penalties as may be required by law.

1.8 **Terms of Contract:** (Check where applicable)
[] (A) Annual Contract
[X] (B) One time Purchase.
[] (C) Other



NOTICE TO ALL VENDORS

ADHERE TO THE BELOW INSTRUCTIONS AND DO NOT SUBSTITUTE FORMS

PLEASE READ CAREFULLY:

Attachment B is a consolidated document consisting of:

1. Business License Number Requirement (must be provided)
2. Acknowledgement of Addenda (must be acknowledged, if any)
3. Statement of Non-Discrimination
4. Non-Collusion Affidavit of Prime Proponent/Offeror
5. Conflict of Interest
6. Contractor Affidavit and Agreement (E-Verify User ID Number must be provided)

Attachment B Must be Notarized & Two (2) Pages Must be returned with your submittal - No Exceptions.

Business License Requirement: Proponent must be licensed in the Governmental entity for where they do the majority of their business. Your **company's business license number must** be provided on Page 1 of Attachment B. If your Governmental entity (State or Local) does not require a business license, your company will be required to obtain a Richmond County business license if awarded a contract. For further information contact the License and Inspection Department @ 706 312-5050.

Acknowledgement of Addenda: You Must acknowledge all Addenda. See Page 1 of Attachment B.

E-Verify * User Identification Number (Company I.D.) The recommended awarded vendor will be required to provide a copy of Homeland Security's Memorandum Of Understanding (MOU). **Contractors, Bids, RFPs, RFQs - Any** contractors performing the physical performance of services" for your city, including those that respond to bids or requests for proposals, must submit an E-Verify affidavit. Your city cannot consider any contractors, even as part of a bidding or RFP process, unless they have given you the appropriate E-Verify contractor affidavits.

Contractors are defined as those who provide any "physical performance of services," which means any performance of labor or services for a public employer using a bidding process or by contract that costs over \$2,499.99 in value between December 1 and November 30 of any given year. Typically, eligible contracts may include: New construction or the demolition of structures/roads Routine operation, repair, and maintenance of existing structures. Any contracts for labor and service that exceed \$2,499.99. Contracts for the purchase of goods without any services provided are not subject to these E-Verify requirements.

The city, each contractor, and each subcontractor have different roles and responsibilities in the E-Verify process. The city collects E-Verify affidavits from the contractor. The contractor collects E-Verify affidavits from its subcontractors. The subcontractors collect E-Verify affidavits from its sub-subcontractors. Independent contractors (those with no employees) do not need to supply E-Verify information. Instead, they will provide a driver's license or state identification card from states on the "compliant" list created by the Georgia Attorney General. Those contractors and subcontractors that fill out the affidavits are responsible for the accuracy of the information. The city does not need to confirm that the E-Verify information is correct. The liability for incorrect information is on the contractor or subcontractor. NOTE: The authorization date can be found within the Memorandum of Understanding (MOU).

Affidavit Verifying Status for Augusta Benefit Application (S.A.V.E. Program) (Must Be Returned With Your Submittal)

The successful proponent will submit the following forms to the Procurement Department no later than five (5) days after receiving the "Letter of Recommendation" (Vendor's letter will denote the date forms are to be received)

1. Georgia Security and Immigration Subcontractor Affidavit
2. Non-Collusion Affidavit of Sub-Contractor
3. **PLEASE NOTE GEORGIA LAW CHANGE: E-Verify and Public Contracts:** The Georgia E-Verify law requires contractors and all sub-contractors on Georgia public contract (contracts with a government agency) for the physical performance of services over \$2,499 in value to enroll in E-Verify, **regardless of the number of employees. They may be exempt from this requirement if they have no employees and do not plan to hire employees for the purpose of completing any part of the public contract.** Certain professions are also exempt. All requests for proposals issued by a city must include the contractor affidavit as part of the requirement for their bid to be considered.

WARNING:

Please review "Notice to Proponent" regarding Augusta Georgia's Local Small Business Opportunity Program Proponent Requirements. Vendors are cautioned that acquisition of proposal documents through any source other than the office of the Procurement Department is not advisable. Acquisition of proposal documents from unauthorized sources places the proposer at the risk of receiving incomplete or inaccurate information upon which to base his qualifications.

Proposals are publicly opened. It is your responsibility to ensure that your company has met the Specifications and Licenses requirements prior to submitting a proposal.

Rev. 4/09/21



Attachment B

You Must Complete and Return the 2 pages of Attachment B with Your Submittal. Document Must Be Notarized.

Augusta, Georgia Augusta Procurement Department

ATTN: Procurement Director

535 Telfair Street, Suite 605

Augusta, Georgia 30901

Name of Proponent: _____

Street Address: _____

City, State, Zip Code: _____

Phone: _____ Fax: _____ Email: _____

Do You Have A Business License? Yes: _____ No: _____

Augusta, GA Business License # for your Company (Must Provide): _____

And/or Your State/Local Business License # for your Company (Must Provide): _____

Utility Contractors License # (Must Provide if applicable): _____ **MUST BE LISTED ON FRONT OF ENVELOPE**

General Contractor License # (Must Provide if applicable): _____

Additional Specialty License # (Must Provide if applicable): _____

NOTE: Company must be licensed in the Governmental entity for where they do the majority of their business. If your Governmental entity (State or Local) does not require a business license, please state above (Procurement will verify), your company will be required to obtain a Richmond County business license if awarded a BID. For further information regarding Augusta, GA license requirements, please contact the License and Inspection Department @ 706 312-5050.

List the State, City & County that issued your license: _____

Acknowledgement of Addenda: (#1) _____: (#2) _____: (#3) _____: (#4) _____: (#5) _____: (#6) _____: (#7) _____: (#8) _____:

NOTE: CHECK APPROPRIATE BOX (ES) - ADD ADDITIONAL NUMBERS AS APPLICABLE

Statement of Non-Discrimination

The undersigned understands that it is the policy of Augusta, Georgia to promote full and equal business opportunity for all persons doing business with Augusta, Georgia. The undersigned covenants that we have not discriminated against, on the basis of race, religion, gender, national origin or ethnicity, with regard to prime contracting, subcontracting or partnering opportunities.

The undersigned covenants and agrees to make good faith efforts to ensure maximum practicable participation of local small businesses on the proposal or contract awarded by Augusta, Georgia. The undersigned further covenants that we have completed truthfully and fully the required forms regarding good faith efforts and local small business subcontractor/supplier utilization.

The undersigned further covenants and agrees not to engage in discriminatory conduct of any type against local small businesses, in conformity with Augusta, Georgia's Local Small Business Opportunity Program. Set forth below is the signature of an officer of the proposer/contracting entity with the authority to bind the entity.

The undersigned acknowledge and warrant that this Company has been made aware of understands and agrees to take affirmative action to provide such companies with the maximum practicable opportunities to do business with this Company;

That this promise of non-discrimination as made and set forth herein shall be continuing in nature and shall remain in full force and effect without interruption;

That the promises of non-discrimination as made and set forth herein shall be and are hereby deemed to be made as part of and incorporated by reference into any contract or portion thereof which this Company may hereafter obtain and;

That the failure of this Company to satisfactorily discharge any of the promises of nondiscrimination as made and set forth herein shall constitute a material breach of contract entitling Augusta, Georgia to declare the contract in default and to exercise any and all applicable rights remedies including but not limited to cancellation of the contract, termination of the contract, suspension and debarment from future contracting opportunities, and withholding and or forfeiture of compensation due and owing on a contract.

Non-Collusion of Prime Proponent

By submission of a proposal, the vendor certifies, under penalty of perjury, that to the best of its knowledge and belief:

(a) The prices in the proposal have been arrived at independently without collusion, consultation, communications, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other vendor or with any competitor.

(b) Unless otherwise required by law, the prices which have been quoted in the proposal have not been knowingly disclosed by the vendor prior to opening, directly or indirectly, to any other vendor or to any competitor.

(c) No attempt has been made, or will be made, by the vendor to induce any other person, partnership or corporation to submit or not to submit a proposal for the purpose of restricting competition. Collusions and fraud in proposal preparation shall be reported to the State of Georgia Attorney General and the United States Justice Department.

You Must Complete and Return the 2 pages of Attachment B with Your Submittal. Document Must Be Notarized.

Conflict of Interest

By submission of a bid, the responding firm certifies, under penalty of perjury, that to the best of its knowledge and belief:

- 1. No circumstances exist which cause a Conflict of Interest in performing the services required by this BID, and
- 2. That no employee of the County, nor any member thereof, nor any public agency or official affected by this BID, has any pecuniary interest in the business of the responding firm or his sub-consultant(s) has any interest that would conflict in any manner or degree with the performance related to this BID. By submission of a bid, the vendor certifies under penalty of perjury, that to the best of its knowledge and belief:
 - (a) The prices in the bid have been arrived at independently without collusion, consultation, communications, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other vendor or with any competitor.
 - (b) Unless otherwise required by law, the prices which have been quoted in the bid have not knowingly been disclosed by the vendor prior to opening, directly or indirectly, to any other vendor or competitor.
 - (c) No attempt has been made, or will be made, by the vendor to induce any other person, partnership or cooperation to submit or not to submit a bid for the purpose of restricting competition. For any breach or violation of this provision, the County shall have the right to terminate any related contract or agreement without liability and at its discretion to deduct from the price, or otherwise recover, the full amount of such fee, commission, percentage, gift, payment or consideration.

Contractor Affidavit and Agreement: Contractor Affidavit under O.C.G.A. § 13-10-91(b) (I)

GEORGIA E-Verify and Public Contracts: The Georgia E-Verify law requires contractors and all sub-contractors on Georgia public contract (contracts with a government agency) for the physical performance of services over \$2,499 in value to enroll in E-Verify, regardless of the number of employees. They may be exempt from this requirement if they have no employees and do not plan to hire employees for the purpose of completing any part of the public contract. Certain professions are also exempt. All requests for proposals issued by a city must include the contractor affidavit as part of the requirement for their bid to be considered.

The undersigned contractor ("Contractor") executes this Affidavit to comply with O.C.G.A § 13-10-91 related to any contract to which Contractor is a party that is subject to O.C.G.A. § 13-10-91 and hereby verifies its compliance with O.C.G.A. § 13-10-91, attesting as follows:

- a) The Contractor has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program;
- b) The Contractor will continue to use the federal work authorization program throughout the contract period, including any renewal or extension thereof;
- c) The Contractor will notify the public employer in the event the Contractor ceases to utilize the federal work authorization program during the contract period, including renewals or extensions thereof;
- d) The Contractor understands that ceasing to utilize the federal work authorization program constitutes a material breach of Contract;
- e) The Contractor will contract for the performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the Contractor with the information required by O.C.G.A. § 13-10-91(a), (b), and (c);
- f) The Contractor acknowledges and agrees that this Affidavit shall be incorporated into any contract(s) subject to the provisions of O.C.G.A. § 13-10- 91 for the project listed below to which Contractor is a party after the date hereof without further action or consent by Contractor; and
- g) Contractor acknowledges its responsibility to submit copies of any affidavits, drivers' licenses, and identification cards required pursuant to O.C.G.A. § 13-10-91 to the public employer within five business days of receipt.

Georgia Law requires your company to have an E-Verify*User Identification Number (Company I.D.) on or after July 1, 2009.

For additional information or to enroll your company, visit the **State of Georgia** website:

<https://e-verify.uscis.gov/enroll/> and/or http://www.dol.state.ga.us/pdf/rules/300_10_1.pdf

Federal Work Authorization User Identification Number: E-VERIFY REQUIRED FOR ALL CONTRACTS OVER \$2,499.00

Date of Authorization

**** (E-Verify Number)** _____

Name of Contractor

Name of Project / Bid Number

AUGUSTA, GEORGIA – RICHMOND COUNTY CONSOLIDATED GOVERNMENT

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, _____, 20_____ in _____ (City), _____ (State).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE _____ DAY OF _____, 20_____

Notary Public

My Commission Expires:

NOTARY SEAL

The undersigned further agrees to submit a notarized copy of Attachment B and any required documentation noted as part of the Augusta, Georgia Board of Commissions specifications which govern this process. In addition, the undersigned agrees to submit all required forms for any subcontractor(s) as requested and or required. **I further understand that my submittal will be deemed non-compliant if any part of this process is violated.**

You Must Complete and Return the 2 pages of Attachment B with Your Submittal. Document Must Be Notarized.



You Must Complete and Return with Your Submittal. Document Must Be Notarized

Systematic Alien Verification for Entitlements (SAVE) Program

Affidavit Verifying Status for Augusta, Georgia Benefit Application By executing this affidavit under oath, as an applicant for an Augusta, Georgia Business License or Occupation Tax Certificate, Alcohol License, Taxi Permit, Contract or other public benefit as reference in O.C.G.A. Section 50-36-1, I am stating the following with respect to my bid for an Augusta, Georgia contract for

_____ [RFQ Project Number and Project Name]

_____ [Print/Type: Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity]

_____ [Print/Type: Name of business, corporation, partnership, or other private entity]

1.) _____ I am a citizen of the United States.

OR

2.) _____ I am a legal permanent resident 18 years of age or older.

OR

3.) _____ I am an otherwise qualified alien (8 § USC 1641) or nonimmigrant under the Federal Immigration and Nationality Act (8 USC 1101 *et seq.*) 18 years of age or older and lawfully present in the United States. •

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia.

_____ Signature of Applicant

_____ Printed Name

_____ * Alien Registration Number for Non-Citizens

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE _____ DAY OF _____, 20____

Notary Public

My Commission Expires: _____

NOTARY SEAL

Note: THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR SUBMITTAL

REV. 2/17/2016



**TRADE SECRET STATUS AFFIDAVIT
Augusta, Georgia**

All documents, data, letters and generated information received by Augusta, Georgia constitutes a “public record” and is subject to disclosure under the Georgia Open Records Act ("GORA"). O.C.G.A. § 50-18-70 *et seq.* However, pursuant to O.C.G.A. § 50-18-72(a)(34), "[an] entity submitting records containing trade secrets that wishes to keep such records confidential under this paragraph shall submit and attach to the records an affidavit affirmatively declaring that specific information in the records constitute trade secrets pursuant to Article 27 of Chapter 1 of Title 10 [O.C.G.A. § 10-1-760 *et seq.*].”

O.C.G.A. § 10-1-761(4) defines “Trade secret” as “...information, without regard to form, including, but not limited to, technical or nontechnical data, a formula, a pattern, a compilation, a program, a device, a method, a technique, a drawing, a process, financial data, financial plans, product plans, or a list of actual or potential customers or suppliers which is not commonly known by or available to the public and which information:

- A. Derives economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use; and
- B. Is the subject of efforts that are reasonable under the circumstances to maintain its secrecy.”

Therefore, the records listed below and attached hereto, that were submitted with _____ response to Augusta, Georgia Request for Proposal, Request for Quote, or Request for Qualified Contractor _____ are marked confidential pursuant to O.C.G.A. § 10-1-761(4):

- (List specific information that the supplier wishes to withhold and how that information constitutes a trade secret)
- Additional trade secret information requested to be withheld
- **Your company is requested to send a redacted copy of your submittal.**

Under penalty of perjury, acknowledging that O.C.G.A. §16-10-71 provides a penalty of a fine of up to \$1,000 and potential imprisonment of one to five years, I attest that the specific information in the records listed above constitutes trade secrets pursuant to O.C.G.A. § 10-1-761(4), and request that Augusta, Georgia not disclose this protected information under the Georgia Open Records Act ("GORA").

Signature:

[Signatory Name in Print]

[Signatory’s Title] [Company Name]

[Signatory’s Title]

Date: _____

SUBSCRIBED AND SWORN BEFORE
ME ON THIS ____ DAY OF
_____, 202__.

My Commission Expires: _____

NOTARY PUBLIC

Return form only if applicable. If form is not returned with your submittal it will be deemed there are no trade secrets in your package submittal.

Minority and Women Owned Business Enterprise Program Ordinance Requirements

Notice To All Bidders (PLEASE READ CAREFULLY)
Shall apply to ALL Bids regardless of the dollar amount

In accordance with the Commission Action on 7/25/24 and the adoption of Ordinance No. 7945 Chapter 10C of the AUGUSTA, GA, CODE, Contractors agree to collect and maintain all records necessary to Augusta, Georgia to evaluate the effectiveness of its Minority and Women Owned Business Enterprise Program and to make such records available to Augusta, Georgia upon request. The requirements of the Minority and Women Owned Business Enterprise Program can be found at www.augustaga.gov. In accordance with AUGUSTA, GA. CODE, Contractors shall report to Augusta, Georgia the total dollars paid to each subcontractor, vendor, or other business on each contract, and shall provide such payment affidavits, regarding payment to subcontractors, if any as required by Augusta, Georgia. Such utilization reports shall be in the format specified by the Director of Compliance and shall be submitted at such times as required by Augusta, Georgia. Required forms can be found at www.augustaga.gov. If you need assistance completing a form or filing information, please contact the M/WBE Program office at (706) 821-2406. Failure to provide such reports within the time period specified by Augusta, Georgia shall entitle Augusta, Georgia to exercise any of the remedies set forth, including, but not limited to, withholding payment from the Contractor and/or collecting liquidated damages.

SHALL APPLY TO PROJECTS IN EXCESS OF \$300,000
Minority and Women Owned Business Enterprise Program (Continued)

Sec. 1-10-138. Race and Gender-Conscious Efforts
Contract-by-Contract Subcontractor Goals The City, through the Goal Setting Committee (GSC), will set specific, separate percentage-based MBE and WBE subcontracting goals on a contract-by contract basis for Prime contracts in Construction, Architecture & Engineering, Professional Services, and Other Services valued in excess of \$300,000. The City shall establish such goals based upon the type of contract, the type of subcontracting work that will be required, and the availability of M/WBE firms to perform the work for that specific contract.

The GSC shall not establish subcontracting goals on contracts where (a) there are no subcontracting opportunities identified for the contract; or (b) there are not at least three (3) MBE and/or WBE firms that are available and capable to perform a CUF for the overall subcontracting opportunities on the contract.

Good Faith Efforts (GFE) Requirements and Guidance

1. Achievement of subcontracting goals or documentation of Good Faith Efforts applies to every Contract for which such goals are established. **The Bidder shall submit a compliance plan detailing its achievement of the goals or its Good Faith Efforts to meet the goals. The compliance plan shall be due at the time set out in the solicitation documents.**

2. When a Bidder cannot achieve the goals, its compliance plan shall document its GFE to achieve the goals. The

Director of Compliance will determine whether the Bidder has made such GFE.

Bid Documents

All bid documents shall require bidders or proponents to submit with their bid the following written documents, statements, or forms, which shall be made available by the Procurement Department.

- Proposed Letter of Intent MBE/WBE.
- Proposed MBE/WBE Utilization Plan.
- Documentation of Good Faith Efforts Form (*in the event the bidder will not meet the MBE and WBE goals*).

Failure to submit the above documentation shall result in the bid being declared non-responsive.

Sec. 1-10-154. Exceptions

In accordance with § 1-10-8, on federally funded projects or contracts, the M/WBE Program shall only be utilized when authorized by the applicable federal (and/or Georgia) laws, regulations, and conditions relating to that project or contract. To the extent that there are any conflicts between any such laws, regulations, or conditions and the provisions of the M/WBE Program, the federal (and/or Georgia) guidance shall control.

NOTE: All forms should be submitted in a separate, sealed envelope, labeled M/WBE Forms, Company's Name & Bid number

For questions and or additional information, please contact:

Minority-Owned and Women-Owned Business Enterprise Program
535 Telfair Street, Suite 530
Augusta, Georgia 30901
(706) 821-2406

mwbe@augustaga.gov

Website: <https://www.augustaga.gov/83/Disadvantaged-Business-Enterprise>

REV.9/6/24

SECTION A

INSTRUCTION TO SUBMIT

Augusta, Georgia invites qualified firms to submit qualifications to provide services for the Collaborative Applicant/Lead Agency for the Augusta Housing and Community Development Department. Your submittal should respond to, and be based on, the information included in this Request for Qualifications.

Responses will be received in the office of the Interim Director of Procurement at 535 Telfair Street, Suite 605, Augusta, GA 30901 until **Monday, April 14, 2025 @ 11:00 a.m.** The RFQ must be submitted in a sealed package and labeled with the firm's name and the name of the project – **RFQ 25-163 Collaborative Applicant/Lead Agency**. No RFQ will be accepted by fax or email, all must be received by mail or hand delivered. **Vendors are required to submit one (1) marked unbound original and seven (7) copies of the RFQ.**

Opening will be via ZOOM – Meeting ID: 810 3650 9670; Passcode: 25163.

After advertisement, the RFQs shall be opened per Procurement guidelines. The Interim Procurement Director shall determine whether each package appears to be minimally responsive to the published RFQ requirements.

The User Department, in association with Procurement, will appoint a selection committee to review all acceptable minimally responsive packages. The selection committee members shall review and score each package individually based on the evaluation criteria.

Failure to provide all of the requested information may cause the submittal to be rejected as non-responsive.

Any interested qualified firm and/or party is requested to make a response to accomplish the Scope of Services described herein. The response is to be signed by a duly authorized official of the firm and must be submitted in the time, manner and form prescribed.

The Owner reserves the right to reject any or all submittals received as the result of this request. The Owner also maintains the right to negotiate with any firm(s), as necessary, to serve the best interests of the Owner. The Owner will not be liable for any costs incurred by any firm prior to the signing of a contract.

Pre-Qualification Conference will be held on Monday, March 24, 2025 @ 2:00 p.m. via Zoom Meeting ID: 895 4792 4491; Passcode: 25163.

All questions must be submitted to the Procurement Department in writing by fax to 706 821-2811 or by email to procbidandcontract@augustaga.gov by Tuesday, March 25, 2025 @ 5:00 P.M. Issues and responses addressed in any other manner will not be considered valid or binding in consideration of qualifications or any subsequent contract negotiations.

Darrell White
Procurement Department
535 Telfair Street - Room 605
Augusta, Georgia 30901

An official authorized to bind the firm to the terms and provisions of the qualifications must sign the submittal. For a submittal to be considered it must remain valid for at **least ninety (90) days** from the time that the Owner receives it.

Qualified firms interested in providing the services described herein are invited to submit a complete Statement of Qualification for consideration. The qualifications shall address the requirements listed below. Failure to provide all requested information may be sufficient cause for rejection. The firm may provide additional information to that requested, provided it is placed in a separate section at the end of the RFQ.

The firm's demonstrated technical capability and other qualifications, as described herein, will also be assessed. Once RFQ's are received and evaluated, the Owner will then make their recommendation to the Augusta, Georgia Commission for consideration and final approval.

Do Not Include A Fee Proposal. Fees will be negotiated. Firms shall not include fee or cost information when responding to this solicitation.

SECTION B

INTRODUCTION

The McKinney-Vento Homeless Assistance Act as amended by S. 896 The Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009, enacted into law on May 20, 2009, consolidates three of the separate homeless assistance programs administered by HUD under the McKinney-Vento Homeless Assistance Act into a single grant program—the **Continuum of Care (CoC) Program**.

The HEARTH Act also codifies into law the Continuum of Care planning process, a longstanding part of HUD’s application process to assist homeless persons by providing greater coordination in responding to their needs. The HEARTH Act directs HUD to promulgate regulations for these new programs and processes. The regulatory implementation of the CoC Program is achieved through the **CoC Program interim rule**.

The **CoC** is designed to address the critical problem of homelessness through a coordinated community-based process of identifying needs and building a homeless response system of housing and services to address those needs. The Continuum of Care – Augusta (CoC GA-504) Governance Board (Board) designates a Collaborative Applicant to manage the required HUD processes on its behalf, to ensure the maximum amount of funds are received by the CoC and that the CoC is in compliance with all applicable HUD rules and regulations. Continuum of Care Collaborative Applicant is the entity designated by the Continuum of Care to coordinate the CoC’s annual application for HUD Continuum of Care program funding.

The intent of Augusta is to find a qualified Lead Agent that will coordinate the CoC Program. They will apply for the grant and will be responsible for managing the required HUD process on it’s behalf.

The current Collaborative Applicant / Lead Agency for the GA-504 Continuum of Care – Augusta Housing and Community Development (HCD) is soliciting proposals for the role of GA-504 Collaborative Applicant / Lead Agency designation for the Augusta-Richmond County geographic area (as defined by HUD). Such designation shall be until such time as the GA504 Board requests proposals for new CA administration and also contingent upon successful bi-annual evaluation by the GA504 Board and ESG fiduciary. The current Collaborative Applicant / Lead Agency (HCD) will receive the applications, review, and provide recommendation to the full GA-504 Board and Administrator for Augusta, Georgia for review and final approval. Ratification by the Augusta, Georgia Commission shall be facilitated at the discretion of the Augusta Administrator.

TERMS: HCD anticipates that the successful proposer will commence work following the notice to proceed and will end when all funds have been utilized.

The Collaborative Applicant will take on the following responsibilities of Continuum Stewardship including, but not limited to the following:

- Coordinating and facilitating the Continuum of Care with State of Georgia and Augusta agencies, stakeholders, Emergency Solutions Grant recipients and sub-recipients, health partners, schools, etc. along with the Continuum of Care Board, and Continuum of Care committees;
- Coordinate the Point-in-Time Count;
- Coordinate and facilitate strategic planning for the Continuum of Care;
- Monitor **CoC** - funded projects;

- Facilitate reporting requirements and partner with all capable Agency partners and community stakeholders that is identified by the **CoC**.
- The Collaborative Applicant serves as the CoC staff and performs all tasks at the direction of the CoC Board.

SECTION C

SCOPE OF SERVICES AND ELIGIBILITY

The scope of services are to include the following per the direction of the GA-504 Board, the Collaborative Applicant. Proposers are to provide adequate staff to accomplish the following tasks:

- A. Consolidated Application: Design, operate and follow a collaborative process for developing and submitting a Continuum of Care ("CoC") Consolidated Application to HUD.**
1. Complete **CoC** registration.
 2. Coordinate, facilitate, and update the grant inventory worksheet of all projects eligible for renewal funding according to the process defined by HUD.
 3. Create **CoC** Notice of Funding Opportunity ("NOFO") timeline.
 4. Provide notice of funding timelines and priorities established by the **CoC** NOFO and GA-504 through email and website postings.
 5. Interpret the HUD **CoC NOFO** and make recommendations to the GA-504 **CoC**, GA-504 Board, and/or GA-504 **CoC** committees as appropriate.
 6. Collaborate with the GA-504 Board and committees to ensure involvement from GA-504 **CoC** members and entities.
 7. Recruit community partners to assist with completion of the **HUD CoC** Consolidated Application for the GA-504 **CoC**.
 8. Gather all necessary information to write and submit all parts of the annual GA-504 **CoC** Consolidated Application to HUD.
 9. Work with the State of Georgia's Homeless Management Information System ("HMIS") lead agency to gather data for the GA-504 **CoC** Consolidated Application.
 10. Solicit local **CoC** project applications.
 11. Coordinate, review, and provide technical support for all GA-504 **CoC** project applications.
 12. Provide training for new and renewal GA-504 **CoC** project applications.
 13. Coordinate and provide logistical support for the Ranking and Review committee charged with ranking of project proposals.
 14. Help GA-504 Board and or ad-hoc committees update scoring sheets to be used in evaluating proposals under the **CoC** NOFO.
 15. Provide training to the members of the Ranking and Review committee.
 16. Compile priority listing as directed by the Ranking and Review committee.
 17. Draft and submit the **CoC** Consolidated Application to the GA-504 **CoC** for feedback and approval.
 18. Submit the approved GA-504 **CoC** Consolidated Application to HUD in advance of the deadline.
 19. Review **CoC** score debriefing published by HUD and make program and policy recommendations to the GA-504 Board based on the debriefing results.
- B. Planning Grant: Write, submit and report on the CoC Planning Project application, as defined by the CoC Program NOFO.**
1. Identify eligible expenses.
 2. Ensure compliance with proper spending, record keeping, and reporting.

3. Consider innovative ways to support **CoC** activities with Planning Project funds.
 4. Accept **CoC** Planning Project funds on behalf of **CoC**.
 5. Provide and track match funding for the **CoC** Planning Project.
 6. Write narrative and provide data for **CoC** Planning Project submission.
- C. System Gap Analysis: Produce a system gaps analysis of the GA-504 at least annually.**
1. Carry out a competitive process for any portion of the gaps analysis that is to be subcontracted. i.e., identify a subcontractor and monitor the work to be performed for any portion of the project that is to be subcontracted.
 2. Identify eligible expenses.
 3. Ensure compliance with proper spending, record keeping, and reporting.
 4. Consider innovative ways to support **CoC** activities with Planning Project funds.
- D. Strategic Planning:**
1. Assist the GA-504 **CoC** Membership with identifying community priorities.
 2. Identify and support best and emerging practices and innovations.
 3. Support the **CoC** in creating and monitoring project level performance criteria.
 4. Lead **CoC** planning, outreach, strategic planning and HUD funding application processes.
- E. Technical Support: Provide technical support and assistance to the GA-504 Board and to GA-504 grantees, committees, and workgroups.**
1. Assist the GA-504 Board in applying for other funding or technical assistance opportunities related to developing a housing and homeless response/service systems within the GA-504 **CoC** geographic area.
 2. Assist GA-504 grantees in applying for technical assistance opportunities related to the operation of their **CoC** grant.
 3. Coordinate, staff and participate on committees and workgroups.
 4. Maintain and make publicly available on the **CoC** website the GA-504 **CoC** Written Standards, Policies and Procedures, CES Policies and Procedures, HMIS Policies and Procedures, Governance Charter and other relevant systematic policy manuals to allow for public review and transparent operations.
 5. Support relevant committee, board, and provider understanding of implementation and operational requirements of all **CoC** policies.
 6. Provide data, information, and best practices to support the work of committees and workgroups as appropriate and available.
 7. Support **CoC** Compliance with all state and federal requirements and notices.
 8. Conduct technical assistance/monitoring site visits in concert with the Ranking and Review committee with **CoC** grant recipients related to **CoC** policies and procedures and project performance.
 9. Represent the GA-504 **CoC** when seeking technical assistance from HUD through avenues such as the HUD AAQ or inquiries with the HUD regional office.
 10. Assist with coordination of GA-504 **CoC** trainings and other educational opportunities.
 - a. Issue Request for Qualifications upon request of GA-504 Board.
 - a. Solicit and coordinate training providers based on needs identified by GA-504 Board and annual gaps analysis, as funding allows.
 11. Facilitate requests for letters of support, letters of participation, and memoranda of understanding from the GA-504 Board.
 - a. Receive and respond to emails requesting letters of support, letters of participation, and memoranda of understanding.
 - b. Verify requests comply with the GA-504 **CoC** Letters of Support, Letters of

Participation, and Memoranda of Understanding Requests policies (as applicable) and request additional documentation, if necessary.

- c. Forward requests for letters of support and memoranda of understanding to the Board (as defined in the Charter) of the GA-504 **CoC** for review and approval by the GA-504 **CoC** Board.
- d. Review requests for letters of participation and make approval recommendations to the Board of the GA-504 **CoC**.
- e. Sign letters of support, letters of participation, and memoranda of understanding approved by the GA-504 Board.
- f. Return signed letters of support, letters of participation, and memoranda of understanding to the requesting organizations.
- g. Network with other **CoCs** and subject matter experts for best practices.

F. Point-in-Time Count: Coordinate the Annual unsheltered Point-in-Time ("PIT") Count.

1. Solicit, track, and coordinate support with partner agency and City leaders and staff to conduct the PIT Count in the **CoC's** geographic area:
 - a. Recruiting and training volunteers;
 - b. Coordinating with community resources to find known locations of homelessness;
 - c. Planning the geographic areas in which volunteers will count; and
 - d. Ensuring timely submission of PIT Count survey data, per HUD requirements, to pertinent Augusta, Georgia staff for purposes of submission to HUD.
2. Coordinate and participate in the PIT Count subcommittee to ensure planning for proper PIT Count execution.
3. Revise unsheltered PIT Count materials not including the online survey.
4. Distribute PIT Count materials and information through the GA-504 website and email list.
5. Ensure the PIT Count covers the entirety of the **CoC's** geographic area.
6. Coordinate with agency leads to facilitate unsheltered count training.
7. Coordinate with HMIS Lead for sheltered count training.
8. Coordinate with county leads to monitor data entry training and processes
9. Produce and distribute PIT Count Report.
10. Submit PIT Count data through HUD homeless data exchange website.

G. Logistical Support: Provide logistical support for meetings of the GA-504.

1. Provide logistical support for all GA-504 **CoC** meetings – including membership, Board, and committees.
2. Publish an annual calendar of **CoC** meetings.
3. Announce the date, time, and location of **CoC** Board and Membership meetings at least 30 days in advance.
 - a. Publish the meeting agenda at least 72 hours before the meeting.
 - b. Reserve meeting location or Zoom/virtual platform.
4. Reserve and set-up conference call line, if requested.
5. Schedule and set-up webinar/video conferencing capabilities, if requested and available.
6. Lead coordination and set-up of audio-visual equipment and/or information technology.
7. Assist with distributing meeting materials and notice by email or other methods.
8. Coordinate scheduling of speaker(s), trainer(s), or other presenter(s).
9. Prior to regularly scheduled elections and based on the schedule set forth by the

GA-504 Board, solicit nominations for committee chairs and other "at-large" board representatives on behalf of the GA-504 Board.

10. Reserve and set-up conference call/Zoom line.
 11. Reserve meeting location or virtual platform.
 12. Schedule and set-up webinar/video conferencing capabilities, if requested and available.
 13. Lead coordination and set-up of audio-visual equipment and/or information technology.
Committee/workgroup meetings.
 14. Provide all tasks necessary and requested by the committee/workgroup chair.
- H. Communications:** Establish and maintain all communications systems as defined by the GA-504 Board, including, but not limited to, a website and email distribution lists for the GA-504 Full Membership and Committee Rosters.
- I. Data Oversight:** Ensure all data systems function properly to achieve GA-504 strategic plans to end homelessness; systems include HMIS, and any other system identified by the GA-504 Board.
1. Provide all necessary reports to applicable stakeholders.
 2. Review requests for access and approve or deny requests as appropriate.
 3. Grant user access to the lowest level of information necessary for the user to conduct required activities.
- J. Consultation:** Consult with **CoC, ESG** and other homelessness related grant recipients in the implementation of an effective housing and service system within the GA-504 **CoC** geographic area.
- K. Reporting:** Submit a written report of the Collaborative Applicant activities in advance of GA-504 Board meetings or as reasonably requested by the GA-504 Board. An annual report on the activities of the Collaborative Applicant shall be presented to the Augusta Commission at the request of the Augusta Administrator.
- L. Expenses:** Submit a quarterly (or more often as requested) report of **CoC** spend down and Planning Grant expenses, with match, in advance of GA-504 Board meetings.

PROPOSER ELIGIBILITY

1. Applicants must be an active 501(c) (3) and provide the agency's determination letter from the IRS, or a governmental entity with the capacity to handle the scope of work (See Attachment I).
2. Certification that the Applicant has not been debarred or suspended from receiving federal contracts or grants; and, that there are no outstanding civil judgements against the agency, federal or state.
3. Applicants must demonstrate the ability to serve the entire **CoC** geography which consists of the boundaries of the Augusta, Hepzibah and Blythe.
4. Applicants must include the agency's most recent IRS 990 and the most current completed fiscal year single audit or independent audit reports or local government financial report equivalent (CAFR, ACFR).

SECTION D

RESPONSE FORMAT

Responses should be submitted in the general format outlined in this section. The project narrative, including the cover page, workplan, and budget table and detail, must not exceed a **maximum of 30 single-spaced typewritten pages**. Pages in excess of the 30-page limit may be considered non-responsive to this RFQ for purposes of merit criteria scoring and will not be reviewed. Augusta reserves the right to eliminate from further consideration any response that is deemed substantially or materially unresponsive to the requests for information contained in this section. Applicants are required to follow the sections below in submitting the narrative portion of the application. Applicants must address all items under each section.

SECTION CONTENTS

1. SUBMISSION OF PROCUREMENT FORMS

All documents required under the Augusta Procurement regulations and procedures, properly executed and notarized as required Attachment B. The notary seal shall be visible on the original AND all copies.

2. COVER LETTER

Cover letter of introduction signed by the person authorized to commit the organization to perform the services in the submittal. The letter should include name, address, and phone number of person(s) to contact.

3. QUALIFICATIONS & EXPERIENCE

Merit Criteria - Individual or Agency Capacity

In narrative or chart form, describe the applicant's capacity to administer the requirements of the GA-504 CoC Collaborative Applicant and Lead Agency. This section is intended to allow the applicant- individual or agency - the opportunity to describe their individual or agency, personnel experience, and history with grant administration, CoC related activities, and community engagement practices. The narrative or chart is to include the following:

- a. Ability to provide staffing and organizational support to a diverse group of community stakeholders in a wide geographic area;
- b. Experience with state and federal grant management and reporting.
Please list which state and federal grants your agency has received and managed in the past 3 years (Funding Year, Funder, Amount, Primary Outcome Indicator);
- c. Experience, knowledge and participation with Continua of Care and other HUD and social service programming;
- d. Experience with program monitoring and evaluation for highly regulated grants such as HUD (CoC and ESG funding) HHS (CSBG) or similar programs;
- e. Experience, knowledge and participation in conducting Point in Time Count (PIT), as required by HUD;
- f. Experience, knowledge, and participation in Continuum of Care governance, or similar collaborative, multi-agency partnerships that include public and private stakeholders.
- g. Ability to organize large groups of volunteers to conduct community - wide

outreach.

- h. Ability to obtain sufficient resources to meet Match Requirements for, at a minimum, the annual GA-504 **CoC** Planning Grant match and any other additional funds, awarded under the **CoC** Competition, as required by HUD program regulation.
- i. Provide a brief description of the key personnel with oversight of the GA-504 **CoC** Planning Grant and their experience with grant management.

4. ORGANIZATION & APPROACH

Agency Budget Narrative

Provide a narrative of the line-item request for revenue and expenses based on the proposed **CoC** Planning Grant Budget. The narrative must provide an explanation for each item of projected income and expenditure.

Applicant must include the source and amount of the required 25% match (minimum). The budget section is used to ensure that applicants have the fiscal capacity to support the duties and responsibilities of the **CoC** Collaborative Applicant and can provide the minimum 25% match, cash or in-kind, required for the **CoC** Planning grant, if awarded by HUD.

The FY25 CoC Planning Grant is projected to be \$106,000, contingent upon HUD final funding determination. NOTE: A planning grant may fund activities (24 CFR 578.39) that support the **CoC** including, but not limited to:

- Developing a community-wide or region-wide process involving the coordination of various entities and individuals who have experienced or are currently experiencing homelessness,
- Determining the geographic area the **CoC** will serve,
- Developing a **CoC** system,
- Evaluating the outcomes of projects for which funds are awarded in the geographic area (including funds awarded under the Emergency Solutions Grants program),
- Participating in the Consolidated Plan(s) of the jurisdiction(s) in the geographic area,
- Preparing and submitting the application to HUD on behalf of the **CoC** membership, and
- Monitoring recipients and subrecipients and enforcing compliance with program requirements.

The list above is not exhaustive; planning grants can be used to cover other costs, including trainings and stipends for persons with lived experience, so long as the activity is necessary to carry out any of the eligible activities listed above. Two examples to illustrate eligible planning costs could be:

- Providing payment to persons with lived experience for partnering and engaging in planning activities.
- Training on system planning with a focus on addressing racial and ethnic disparities to help the **CoC** identify areas for growth, develop strategies to increase equity and inclusion, increase the ability to address disparities that exist in the Coordinated Entry process, improve the monitoring and evaluation process, and promote more inclusive policy development.

Agencies should provide this budget and associated budget narrative that reflects the full project budget (CoC Planning Grant + 25% Match Requirement = appx. \$133,000).

*****Supplanting.** In the Agency Budget Narrative section, briefly describe how the funds provided for expenditures on the **CoC Planning grant** and match will not be supplanting other funds.

Project Narrative - Provide a concise narrative that clearly describes how the applicant plans to support each of the major priorities listed in GA-504 Collaborative Applicant Scope of Work (See Attachment 1). Applicants are requested to follow the Scope of Work with this narrative response to ensure consistency in review.

This section is intended to allow the applicant the opportunity to describe how the duties of the Collaborative Applicant will be fulfilled and how the applicant is best suited to carry out these duties.

Vision & Growth - Provide in narrative form, how the applicant envisions the growth of the GA-504 **CoC** over the next three years by answering the following questions:

- How will the applicant support the stakeholders who are a part of the GA-504 **CoC**?
- What existing partnerships does the applicant have that can integrate with the efforts of the GA-504 **CoC** for mutual growth in the short- and long-term?
- What is the plan to expand the GA-504 **CoC** participation in Coordinated Entry, State and Regional homelessness and affordable housing meetings, and/or job training and economic development initiatives.
- How would the applicant address chronic and veteran homelessness?
- How would the applicant address unsheltered homelessness?
- Where does the applicant see the GA-504 **CoC** in three years?
- Explain how the applicant envisions working with the **CoC** Board, **CoC** Membership, CE Lead Agency and ESG entitlement fiduciary.
- Describe the year-round approach the applicant would implement to be ready for the annual HUD **CoC NOFO** competition.
- What is the applicant's plan to solicit and secure additional funds for the GA-504 **CoC**?
- How and with whom would you collaborate to assist the GA504 Board in determining priorities and focus areas for Collaborative Applicant staff?

CoC Funded Agencies or Sub-recipients.

- a. How will the applicant avoid Conflict of Interest with the **CoC** Program project Review and Rank process? Be specific and address selection of committee members, training of committee members, evaluation of proposals, and scoring.
- b. What is the applicant plan for conducting Performance Reviews and Technical Assistance for local partner agency **CoC**-funded grants?
- c. How will the applicant handle a Grievance assessed regarding each of the following:
 - Their agency's performance as the CA -and-
 - The performance of a **CoC**-funded service provider.
- d. How will the applicant ensure that **CoC** Board, Committee, and other collaborative efforts are prioritized over personal agency gain during the

development and implementation of policies, procedures, and evaluations of the **CoC** and/or its projects? Please be specific and provide any relevant examples of similar performance in previous projects.

5. FINANCIAL STABILITY

Please provide a current financial statement of the firm prepared by a Certified Public Accountant along with the firm's most recent financial audit. The statement should show assets, liabilities, and net worth of the firm and should include information on all General Partners or principal shareholders.

Provide financial information that would allow proposal evaluators to ascertain the financial stability of the Proposer.

- a. If a public company, include a recap of the most recent audited financial report.
- b. If a private company, provide a recap of the most recent internal financial statement; and letter, on the financial institution's letterhead, stating financial stability.
- c. Include a statement that you are current on all local, State, and Federal taxes and free from any indebtedness to any local, State, or Federal entities.

NOTE: Financial information Will NOT be disclosed in any part of the RFQ. Failure to include the above listed financial stability requirements will affect your scoring on the evaluation sheet.

6. REFERENCES:

Provide the name, address, and phone number of three (3) current references from previous projects providing the same services as listed in the RFQ who can be contacted for experience verification.

7. ADDITIONAL REQUIRED ATTACHMENTS:

Additional required attachments do not count toward minimum page requirement.

- a. **Certification Regarding Debarment, Suspension, and Other Responsibility Matters Primary Covered Transactions.**
- b. **2023 IRS letter.** Provide a copy of the agency 501(C)3 status if the applicant is not a government entity.
- c. **2023 IRS Form 990 and Audit Reports.** Provide the most recent IRS Form 990 report and most current completed fiscal year Single Audit report.
- d. **Mission Statement.** Provide a copy of the applicant agency's mission statement on Agency Letterhead.
- e. **Organizational Chart and Proposed Organizational Chart.** Provide a current organizational chart for the applicant agency and a proposed organizational chart for Collaborative Applicant staffing.
- f. **Optional Additional Attachments.** Applicants may provide up to 5 pages of optional attachments such as letters of support, letters of collaboration or letters of reference.

NO FEE Proposal is to be included in your response to this RFQ.

SECTION E

SUBMITTAL REQUIREMENTS

The firm will submit one (1) marked unbound original and seven (7) copies of their RFQ. All qualifications shall be 8 ½ x 11 format with all standard text fonts no smaller than 12 points. The original will use one-sided copying and be bound by binder clip or some other non-permanent form of binding. Each of the seven (7) copies of the qualifications shall be one sided copies and shall be spiral bound or bound with some other secure and permanent form of binding. **The overall submittal shall be no more than thirty (30) single-spaced typewritten pages in length, excluding cover letter, required forms, tabs and appendices.** Each copy of the qualifications should be bound in a single volume, including any documentation.

- The project narrative, including the cover page, workplan, and budget table and detail, must not exceed a **maximum of 30** single-spaced typewritten pages. Pages in excess of the **30-page** limit may be considered non-responsive to this RFQ for purposes of merit criteria scoring and will not be reviewed.
- Supporting materials, such as project team biographies, partnership / support letters, and documentation of relevant existing partnership agreements can be submitted as attachments and are not included in the 30-page limit.
- **Vendors are required to submit one (1) marked unbound original AND (7) seven copies.** Original is to be unbound. Copies may be bound per vendor's discretion.
- **Do Not Include A Fee Proposal. Firms shall not include fee or cost information when responding to this solicitation.**
- All proposals will be evaluated by an Augusta, Georgia Selection Committee (Committee). The Committee may be composed of Augusta, Georgia staff and other parties that may have expertise or experience in the services described herein. The Committee will review the submittals and will rank the proposers. The evaluation of the proposals shall be within the sole judgment and discretion of the Committee. All contacts during the evaluation phase shall be through the Augusta, Georgia Procurement Office only. Proposers shall neither contact nor lobby evaluators during the evaluation process. Attempts by Proposer to contact members of the Committee may jeopardize the integrity of the evaluation and selection process and risk possible disqualification of Proposer.
- **Submittal Costs and Confidentiality:** All expenses for preparing and submitting responses are the sole cost of the party submitting the response. The Owner is not obligated to any party to reimburse such expenses. All submittals upon receipt become the property of the Owner. Labeling information provided in submittals "proprietary" or "confidential", or any other designation of restricted use will not protect the information from public view. Subject to the provisions of the Open Records Act, the details of the proposal documents will remain confidential until final award. **Vendors are required to submit a Trade Secret Affidavit and include a redacted copy of their qualifications.**
- **Each proposal will be evaluated using the following criteria of evaluation.**



SECTION F
CRITERIA FOR EVALUATION

Evaluation Process

All Qualifications will be evaluated by an Augusta, Georgia Selection Committee (Committee). The Committee may be composed of Augusta, Georgia staff and other parties that may have expertise or experience in the services described herein. The Committee will review the submittals and will rank the proposers. The evaluation of the Qualifications shall be within the sole judgment and discretion of the Committee. All contacts during the evaluation phase shall be through the Augusta, Georgia Procurement Office only. Proposers shall neither contact nor lobby evaluators during the evaluation process. Attempts by Proposer to contact members of the Committee may jeopardize the integrity of the evaluation and selection process and risk possible disqualification of Proposer.

The Committee will evaluate each proposal meeting the qualification requirements set forth in this RFQ. Proposers should bear in mind that any proposal that is unrealistic in terms of the technical or schedule commitments may be deemed reflective of an inherent lack of technical competence or indicative of a failure to comprehend the complexity and risk of Augusta, Georgia’s requirements as set forth in this RFQ.

If needed, the selection process will include oral interviews. The consultant will be notified of the time and place of oral interviews and if any additional information that may be required to be submitted.

Cumulative Scores will include the totals from Phase 1 – items 1 through 10. It is the intent of the Owner to conduct a fair and comprehensive evaluation of all Qualifications received. **The contract for this project/service will be awarded to the proposer who submitted a proposal that is most advantageous to the Owner.**

Evaluation Criteria

Qualifications will be evaluated according to each Evaluation Criteria and scored on a zero to five point rating. The scores for all the Evaluation Criteria will then be multiplied according to their assigned weight to arrive at a weighted score for each proposal. A proposal with a high weighted total will be deemed of higher quality than a proposal with a lesser-weighted total. The final maximum score for any project/service is five hundred (500) points.

Rating Scale		
0	Not Acceptable	Non-responsive, fails to meet RFQ specifications. The approach has no probability of success. For mandatory requirement this score will result in disqualification of proposal.
1	Poor	Below average, falls short of expectations, is substandard to that which is the average or expected norm, has a low probability of success in achieving project/service objectives per RFQ.
2	Fair	Has a reasonable probability of success, however, some objectives may not be met.
3	Average	Acceptable, achieves all objectives in a reasonable fashion per RFQ specification. This will be the baseline score for each item with adjustments based on interpretation of proposal by Evaluation COMMITTEE members.
4	Above Average/Good	Very good probability of success, better than that which is average or expected as the norm. Achieves all objectives per RFQ requirements and expectations.
5	Excellent/Exceptional	Exceeds expectations, very innovative, clearly superior to that which is average or expected as the norm. Excellent probability of success and in achieving all objectives and meeting RFQ specification.

1. Completeness of Response (Pass/Fail)

- a. Responses to this RFQ must be complete. Responses that do not include the proposal content requirements identified within this RFQ and subsequent addenda and do not address each of the items listed below will be considered incomplete, be rated a Fail in the Evaluation Criteria and will receive no further consideration. Responses that are rated a Fail and are not considered may be picked up at the delivery location or returned to the vendor (at vendor's expense). Please provide shipping instructions and/or fees upon the completion of the competitive process.

Conflict of Interest Statement (Pass/Fail)

- b. Discloses any financial, business or other relationship with the Augusta, Georgia that may have an impact upon the outcome of the contract or the construction project/service.
- c. Lists current clients who may have a financial interest in the outcome of this contract or the construction project/service that will follow.
- d. Discloses any financial interest or relationship with any construction company that might submit a bid on the construction project/ service.

2. Qualifications & Experience (20 points)

- a. Relevant experience, specific qualifications, and technical expertise of the firm and sub-consultants/proposers to conduct the required services as listed in this RFQ and adhering to all required license requirement for federal, state and local services.

3. Organization & Approach (25 points)

- a. Describes familiarity of project/service and demonstrates understanding of work completed to date and project/service objectives moving forward.
- b. Roles and Organization of Proposed Team
 - i. Proposes adequate and appropriate disciplines of project/service team.
 - ii. Some or all of team members have previously worked together on similar project/service(s).
 - iii. Overall organization of the team is relevant to Augusta, Georgia needs.
- c. Project and Management Approach
 - i. Team is managed by an individual with appropriate experience in similar projects/services. This person's time is appropriately committed to the project/service.
 - ii. Team successfully addresses all requirements of this RFQ.
 - iii. The team and management approach responds to project/service issues. Team structure provides adequate capability to perform both volume and quality of needed work within project/service schedule milestones.
- d. Roles of Key Individuals on the Team
 - i. Proposed team members, as demonstrated by enclosed resumes, have relevant experience for their role in the project/service.
 - ii. Key positions required to execute the project/service team's responsibilities are appropriately staffed.
- e. Working Relationship with Augusta, Georgia
 - i. Team and its leaders have experience working in the public sector and knowledge of public sector procurement process.
 - ii. Team leadership understands the nature of public sector work and its decision-making process.
 - iii. Proposal responds to need to assist Augusta, Georgia during the /service.

4. Scope of Services to be Provided (30 points)

The Firms ability to provide the following services and the required services included in SECTION C - SCOPE OF SERVICES AND ELIGIBILITY:

Design, operate and follow a collaborative process for developing and submitting a Continuum of Care ("CoC") Consolidated Application to HUD. The current Collaborative Applicant / Lead Agency for the GA-504 Continuum of

Care – Augusta Housing and Community Development (HCD) is soliciting proposals for the role of GA-504 Collaborative Applicant / Lead Agency designation for the Augusta-Richmond County geographic area (as defined by HUD). Such designation shall be until such time as the GA504 Board requests proposals for new CA administration and also contingent upon successful bi-annual evaluation by the GA504 Board and ESG fiduciary. The applicant will be responsible for receipt of the applications, review, and provide recommendation to the full GA-504 Board and Administrator for Augusta, Georgia for review and final approval. Ratification by the Augusta, Georgia Commission shall be facilitated at the discretion of the Augusta Administrator.

5. Financial Stability (5 points)

Provide financial information that would allow evaluators to ascertain the financial stability of the Firm.

- a. If a public company, include a recap of the most recent audited financial report.
- b. If a private company, provide a recap of the most recent internal financial statement; and a letter, on the financial institution's letterhead, stating financial stability.
- c. Include a statement that you are current on all local, State, and Federal taxes and free from any indebtedness to any local, State, or Federal entities.

NOTE: Financial Stability is part of the evaluation criteria. Failure to include the requested information will impact your evaluation score. You may mark the information as confidential.

6. References (5 points)

Provides a minimum of **three references within the last two years of past clients**. Provide the reference contact name, address, email address, telephone numbers and date of the contract.

7. Presentation by Team (10 points) (Optional)

Team presentation conveying project/service understanding, communication skills, innovative ideas, critical issues and solutions.

8. Q&A Response to Panel Questions (5 points) (Optional)

Firms provide responses to various interview panel questions.

NO FEE Proposal is to be included in your response to this RFQ.

Weighted scores for each Firm will be assigned utilizing the table below:

Phase 1				
No.	Evaluation Criteria	Rating (0-5)	Weight	Score (Rating * Weight)
1	Completeness of Response <ul style="list-style-type: none"> Package submitted by the deadline. Package is complete (includes requested information as required per this solicitation). Attachment B is complete, signed, and notarized. 	N/A	Pass/Fail	Pass/Fail
2	Qualifications & Experience		20	
3	Organization & Approach		25	
4	Scope of Services – The Firms ability to provide the following services and the required services included in SECTION C - SCOPE OF SERVICES AND ELIGIBILITY: Design, operate and follow a collaborative process for developing and submitting a Continuum of Care ("CoC") Consolidated Application to HUD. The current Collaborative Applicant / Lead Agency for the GA-504 Continuum of Care – Augusta Housing and Community Development (HCD) is soliciting proposals for the role of GA-504 Collaborative Applicant / Lead Agency designation for the Augusta-Richmond County geographic area (as defined by HUD). Such designation shall be until such time as the GA504 Board requests proposals for new CA administration and also contingent upon successful bi-annual evaluation by the GA504 Board and ESG fiduciary. The applicant will be responsible for receipt of the applications, review, and provide recommendation to the full GA-504 Board and Administrator for Augusta, Georgia for review and final approval. Ratification by the Augusta, Georgia Commission shall be facilitated at the discretion of the Augusta Administrator.		30	
5	Financial Stability		5	
6	References (include specific individuals with addresses and telephone numbers).		5	
	Phase 2 (Optional – Numbers 7 and 8) Any CONTRACTORS that receive less than a 3 ranking in any category will not be considered for Phase II)	Rating (0-5)	Weight	Score (Rating * Weight)
7	Presentation by Team		10	
8	Q&A Response to Panel Questions		5	
Total:			100	

Qualifications will be evaluated according to each Evaluation Criteria and scored on a zero to five (5) point rating. The scores for all the Evaluation Criteria will then be multiplied according to their assigned weight to arrive at a weighted score for each proposal. A submittal with a high weighted total will be deemed of higher quality than a submittal with a lesser-weighted total. The final maximum score for any project/service is five hundred (500) points.

SECTION G

SELECTION PROCESS

Phase One Criteria (Identify short listed offerors only)

The Interim Procurement Director, in consultation and upon the recommendation of the head of the using agency, shall select from among the offerors no less than three (3) offerors (the “short-listed offerors”) deemed to be the most responsible and responsive; provided, however, that if three (3) or less offerors respond to the solicitation, this requirement will not apply. The selection of the short-listed offerors shall be made in order of preference. From the date qualifications are received by the Interim Procurement Director through the date the contract is awarded, no offeror may make substitutions, deletions, additions or other changes in the configuration or structure of the offeror’s teams or members of offeror’s teams prior to award.

It is the intent of the Owner to conduct a fair and comprehensive evaluation of all qualifications received. **The contract will be awarded to the firms who submitted the qualifications that are most advantageous to the Owner. The department may award to more than one vendor.**

Your team will be evaluated on the basis of how well your firm and its individual professionals meet the criteria outlined including general and specific selection criteria. Based on the Evaluation Criteria, Augusta reserves the right to select more than one firm to provide the requested services. Please submit your qualifications in a concise written tabulated format indexed and organized. The recommended firm and contract will be presented to the Augusta Commission for final approval.

Each submittal must respond to the requested information for each section.

Phase Two Criteria (if deemed necessary)

(Rank the company that best address scope of service/technical qualifications as outlined in the specifications to be in the best interest of Augusta, Georgia).

After an initial screening process, a technical question and answer conference or interview will be conducted, if deemed necessary, to clarify or verify the offeror’s qualifications and to develop a comprehensive assessment of the qualifications.

Final negotiations and letting the contract. The Committee shall rank the technical proposals. Award shall be made or recommended for award through the Augusta, Georgia Administrator, to the most responsible and responsive offeror whose proposal is determined to be the most advantageous to Augusta, Georgia. No other factors or criteria shall be used in the evaluation. The contract file shall contain a written report of the basis on which the award is made/recommended. The contract shall be awarded or let in accordance with the procedures set forth in this Section and the other applicable sections of this chapter. In making this decision, the Using Agency and the Interim Procurement Director shall take into account the scope, the complexity and the professional nature of the services to be rendered. Should the Using Agency and the Interim Procurement Director be unable to negotiate a satisfactory contract with the offeror considered the most responsible and responsive at a price for the Using Agency and the Interim Procurement Director determines to be fair and reasonable to Augusta, Georgia; negotiations with that offeror shall be terminated. The Using Agency and the Interim Procurement Director shall then undertake negotiations with the second most responsible and responsive short-listed offeror. If negotiations with the second most responsible and responsive short-listed offeror are unsuccessful, negotiations shall be terminated, and the Using Agency and the Interim Procurement Director shall then undertake negotiations with the third most responsible and responsive short-listed offeror. Should Using Agency and the Interim Procurement Director be unable to negotiate

a contract with any of the short-listed offerors, the Using Agency and the Interim Procurement Director and the using agency may select from the additional offerors that were not short-listed in order of their responsibility and responsiveness and the Using Agency and the Interim Procurement Director may continue negotiations in accordance with this section until an agreement is reached.

Do Not Include A Fee Proposal. Firms shall not include fee or cost information when responding to this solicitation.

Any or all of the firm(s) may be requested to expand on their response and/or make a formal presentation.

Augusta, Georgia reserves the right to reject any or all RFQs, waive irregularities in any statement, accept or reject all or any part of any statement, waive any requirement of the proposals, as may be deemed in the best interest of Augusta, Georgia.

When in the best interest of Augusta, Georgia, Augusta reserves the right to request additional information and to request a “Best and Final” offer.

NO RESPONSE LETTER

PLEASE SUBMIT BY RESPONSE DUE DATE

RFQ #25-163	Collaborative Applicant/Lead Agency	Due: Monday, April 14, 2025 @ 11:00 a.m.
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To: **Augusta, Georgia - Procurement Department**

This is to certify that _____, will not be submitting a response to the above referenced solicitation document prepared by Augusta Procurement Department.

Reason(s) for No Submission:

Unavailability of required resources

Prior commitments

Inadequate anticipated funding Level

Project Duration

Potential conflict of interest

Duplication of ongoing effort

Other (please explain)

Authorized Representative:

Name:

Title:

Signature:

Date: ____/____/20____