



CITY OF BRUNSWICK, GEORGIA

CDBG-DR

**REQUEST FOR QUOTES:
Plans and Designs Package for Single-Family Homes
New Construction**

for

City of Brunswick, GA

Source of Funding:

US Department of Housing & Urban Development CDBG-DR
thru: Georgia Department of Community Affairs

**RFQ: 2023-01-HomeDesign
Due: 3:00 p.m., February 22, 2023**

REQUEST FOR QUOTES

The City of Brunswick, GA Economic Development Department is requesting quotes to provide Plans and Designs Packages for construction of qualified Single-Family houses under the 2017 Georgia CDBG-DR Home Rehabilitation and Reconstruction Program. The Plans/Designs Packages will be for reconstruction - new homes constructed in the same location to replace existing homes after they have been demolished.

Interested parties are invited to submit quotes to meet the specific requirements set forth in this request. Submissions for **RFQ:2023-01-HomeDesign** – to the City of Brunswick (referred to as the City), shall be received **no later than 3:00 p.m., on Wednesday, February 22, 2023.**

The envelopes or emails containing the quotes **must be addressed to:**

Anwar M. Mamukid
Construction Manager
[amamukid@cityofbrunswick-
ga.gov](mailto:amamukid@cityofbrunswick-ga.gov)
Economic Development
CDBG-DR
601 Gloucester Street, City
Hall
Brunswick, Ga 31520

INSTRUCTIONS

Quotes by mail. Quotes shall be marked with **RFQ:2023-01-HomeDesign** displayed on the outside of envelope with the name and address of proposing applicants. If submitting by mail, please include a USB with the quote as well as one hard copy.

Quotes by email. Subject line will be **RFQ:2023-01-HomeDesign**

Quotes shall remain firm for not less than 60 calendar days from the date of quote submission.

The proposing applicant's name and solicitation number shall be included when specifications or descriptive papers are submitted with the RFQ. By submission of a quote, the proposing applicant guarantees that all goods and services meet the requirements of the solicitation.

Questions: All questions must be submitted in writing to **Anwar M. Mamukid (Construction Manager, CDBG-DR at amamukid@cityofbrunswick-ga.gov**. Proper reference to this Request for Quotes is required. The deadline for submitting questions is 3:00 p.m., Thursday, February 16, 2023.

Addendum: If it becomes necessary to revise any part of this request for quotes, an addendum will be provided in writing on the City of Brunswick, GA official website at brunswickga.org.

Qualifications: To demonstrate qualifications for delivery of services/work, proposing applicants must:

- Include information about experience, knowledge and qualifications of staff;
- Be licensed to perform work in the State of Georgia; and
- Be able to provide 3 references.

Your company does not need to be based in State of Georgia, but should be licensed to do business here, if awarded the contract. Failure to comply will be automatic grounds for rejecting the quote as non-responsive.

Contract Award: Award of contract will be made to the lowest responsible and responsive proposing applicants whose quote meets the requirements and criteria set forth in the RFQ and is the most advantageous to the City. In determining the lowest responsive and responsible proposing applicants, the City will consider/evaluate proposing applicant's past and current performance of other contracts, to include factors such as timely delivery and guaranteed delivery date.

The City reserves the right to accept or reject any and all quotes, in whole or in part, at its sole discretion.

Incorporation: Georgia Department of Community Affairs HRRP 2017 Homeowner Rehabilitation and Reconstruction Manual provisions (https://drive.google.com/file/d/1O_QnN4QehOyfcPJW0smxGaHVgSpFSajE/view?usp=share_link)

shall be deemed incorporated in this RFQ and the subsequent contract for the winning proposing applicants, including but not limited to, all the Building Code requirements, Quality and Performance, Lead Hazard handling, Federal Laws and Cross-Cutting requirements, ADA and Special Needs accommodation and allowed scope of works.

Time to Completion: Quotes should include the amount of time in which the work will be completed once assigned

Freedom of Information Statement: Procurement information shall be a public record to the extent required by all applicable statutes, with the exception that commercial or financial information obtained in response to the Invitation for Quotes that is privileged and confidential and designated as such by the proponent shall be protected from disclosure. Such information must be clearly marked as "CONFIDENTIAL" by those submitting responses for each section of information so affected. Privileged and confidential information is information in specific detail not customarily released to the general public, the release of which might cause harm to the competitive position of the party supplying the information.

Legal Statement - Responders to this RFQ must disclose involvement in any litigation within the last five (5) years in which a claim has been made against any team member (individual or company) asserting a cause of action other than Employment issues or Contracts not related to your professional work. Explain the issues in these cases (or the fact there are none) as part of your submittal.

Proposing applicants Notices: The City of Brunswick reserves the right to reject any or all quotes and further reserves the right to waive technicalities and formalities in quotes as well as to accept in whole or in part such quote or quotes where it deems it advisable in protection of the best interest of the City. The City shall be the sole judge as to whether quotes submitted meet all requirements contained in this procurement.

This solicitation does not commit the City to award a contract, to pay any costs incurred in the preparation of the quote, or to procure or contract for goods of services listed herein. Costs associated with quote preparation, oral interviews or presentations shall be the Sole responsibility of the proposing applicants.

The City hereby notifies all those responding to this RFQ that, in accordance with the provisions of the Civil Rights Act of 1964 (4 Chapter 21, Title 42, of the U.S. Code) and Regulations promulgated in connection therewith, that it will affirmatively ensure that any contract entered into, pursuant to this IFB, disadvantaged business enterprises will be afforded full and fair opportunity to make submittals in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

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Quotes should include all fees to provide the City of Brunswick with the following Home Plans/Designs:

A. Proposed designs/plans must consist of:

- a. Two options for each:
 1. 2 Bedroom units with 2 bathrooms (from 1,200 -1,300 sq. ft.)
 2. 3 Bedroom units with 2 bathrooms (from 1,400 -1,500 sq. ft.)
 3. 4 Bedroom units with 2 bathrooms (from 1,600 -1,700 sq. ft.)

- b. Additional options in case of need:
 1. Elevation of 2 feet from the Available Base Flood Elevation (ABFE)
 2. ADA assistance (ranging from access ramps and walk-in shower)

- c. Architectural Plan/Style, Technical Specifications, Standards Features, Floor Plan dimensions, and elevations on four sides, following the guidelines laid out under the 2017 CDBG-DR HRRP Manual on Reconstruction Units, which includes but is not limited to:
 1. HUD Decent, Safe and Sanity (DSS) standards
 2. Green or Sustainable Package
 3. High Efficiency MEP and Heating and Cooling Systems
 4. Applicable Codes and Housing Quality Standards (HQS)
 5. Raised Foundation and Crawl Space
 6. Covered Front Porch

- d. Quantity of Materials for each design options

- e. Building Cost for each design option
 1. Fixed-price cost for construction of the base plan, with line items per quantity of materials and scope of related works, with statement indicating that these are based on 2023 price/cost indicators.
 2. Additional cost for each additional option (Flood Elevation and/or ADA assistance)

Review and Selection

A. REVIEW

- a. All accepted quotes will be thoroughly reviewed by the City of Brunswick and will be considered through:
 - The experience and track record of the proposing party
 - Recommendation from previous design/plan services
 - Professional Certifications (as applicable)

- The proposed price of the service to undertake and deliver the entire package
- b. Proposing applicants may be contacted by the City of Brunswick for any additional information, may be invited to meet with the City of Brunswick representatives, and may be asked to revise plans or other materials submitted, as part of the City of Brunswick review and selection process.

B. SELECTION

- a. Final Selection is anticipated within 10 days from the submission deadline.
- b. The City intends to contract with the selected partner proponent for immediate delivery of all the required services.