

City of Shady Dale
Request for Qualifications
Engineering Services for the City of Shady Dale
Asset Management Plan

General

The City of Shady Dale is issuing a Request for Qualifications (RFQ) to engineering firms experienced in the development of asset management plans for municipal water systems. Responding firms should be technically qualified, licensed to provide engineering services relevant to the scope of work, and experienced in the preparation of plans for infrastructure projects. Services to be provided will include preparation of an asset management plan, pursuant with state standards, if federal or state funding is awarded.

Background

The City of Shady Dale intends to apply for federal and/or state funding through the Georgia Environmental Finance Authority (GEFA), or other similar funding agencies. A pre-application has been submitted and the City is invited to submit a full application. Application writing services are not required.

Administration

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

Evaluation

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

Information Required

The statement of qualifications shall contain the following:

- A. History of the firm and resources
- B. GEFA experience
- C. Key personnel/qualifications
- D. Current workload
- E. Scope and level of service proposed
- F. Experience with similar projects and a list of references
- G. Fees and/or Percentages (if any) associated with preparing an asset management plan
- H. Errors and Omissions Insurance

Selection Process

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

Schedule

May 11, 2026 Request for Qualifications Published

June 16, 2026 Qualifications received by 12:00 pm (deadline)

June 17, 2026 Vendor List prepared

July Regularly Scheduled Council Meeting, 2026 Vendors officially selected by the City of Shady Dale

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

Procedures for Submission of Statement of Qualifications

All statements of qualifications must be received by the City of Shady Dale no later than **12:00 pm EST, June 16, 2026**. Late submissions will be returned unopened. Facsimile and emailed submittals will not be accepted. Statements of qualifications (1 hard copy and 1 digital copy) should be sent directly to:

Joan Champion, City Clerk
City of Shady Dale
P.O. Box 152
Shady Dale, GA 31085
Shadydalega@gmail.com

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

General questions regarding this RFQ should be emailed to: pgsassist@negrc.org. Questions and answers will also be published on www.negrc.org, if applicable.

Miscellaneous Provisions

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