

**City of Byron**  
**c/o the Middle Georgia Regional Commission**  
**3661 Eisenhower Parkway, Suite MB102**  
**Macon, Georgia 31206**

**MEMORANDUM**

TO: Qualified Engineering Firms

FROM: The Middle Georgia Regional Commission on behalf of the City of Byron

SUBJECT: Engineering Qualifications for Downtown Improvements

DATE: May 30, 2025

Enclosed is a Request for Qualifications from qualified engineering firms interested in working with the City of Byron in its effort to undertake design and construction management of a downtown improvement project.

To be considered, proposals must be received by **4:00 pm, June 30, 2025**, at the Middle Georgia Regional Commission Attn: Brandon Fambro II, 3661 Eisenhower Parkway, Suite MB102, Macon, Georgia 31206. **An electronic copy of the proposal must be included.** This may be submitted on a flash drive, CD, or via email to [bfambro@mg-rc.org](mailto:bfambro@mg-rc.org). Zip files will be rejected via email. All proposals must be sealed and should be clearly labeled. Proposals received after the specified date and time will not be considered.

This selected engineering firm will be expected to work with the City of Byron to complete engineering work associated with federal and state funding opportunities, including a State Economic and Infrastructure Development (SEID) Grant from the Southeast Crescent Regional Commission. Funding for project work may be contingent on the award of grant funding.

Please direct all questions to Brandon Fambro II, Community Development Specialist, Middle Georgia Regional Commission (478) 751-6160, [bfambro@mg-rc.org](mailto:bfambro@mg-rc.org). Questions should be submitted no later than fifteen (15) calendar days before the deadline.

Enclosure

**REQUEST FOR QUALIFICATIONS – ENGINEERING SERVICES**  
**DOWNTOWN BYRON MAIN STREET/MOSELEY ROAD IMPROVEMENTS PROJECT**

**Background**

The City of Byron is in the process of applying for SEID grant funding to assist with Downtown Byron Main Street/Moseley improvements. The city is seeking an engineering firm with broad experience to provide design and construction supervision for this project, if awarded, and other related professional services. SEID grants are funded by the federal government and administered at the state level by the Georgia Department of Community Affairs. Therefore, all activities must be performed in strict adherence to applicable federal and state regulations. All project activities will be coordinated with Tiffany Sandefur, City Administrator.

**Project Title for Identification Purposes**

Downtown Byron Main Street/Moseley Road

**Scope**

The initial work documents required of the selected firm will consist of the preparation of comprehensive engineering plans, including cost estimates. These must be prepared in close communication with the City of Byron. The grant writing contact for the project is Brandon Fambro II, who can be reached at (478) 751-6160 or by e-mail at [bfambro@mg-rc.org](mailto:bfambro@mg-rc.org).

The following engineering services must be provided at a minimum:

1. Preparation of final design, plans, and specifications.
2. The securing of all necessary permits and clearances as applicable to comply with state and federal mandates. For this project the engineering will be required to provide engineering plans/drawings showing all dimensions drawn to current engineering standards and the required plans in order for the contractor to apply for permits.
3. Preparation of bid and contract documents, including advertising and bidding procedures, holding the bidders conference, bid openings, and evaluations.
4. Post-award services, including securing the construction firm's certifications and review of specifications, warranties, operation manuals, and as-built drawings.
5. Construction services including supervision/administration of construction, review of payment requests, change orders, and other coordination with the construction firm. Periodic construction review (at least one visit per week during regular working hours) and other work as required in assuring proper execution of the work. Periodic construction review must ensure that the construction firm's methods of construction provides for the same.
6. Construction close-out, final inspection, project certification, and coordination with the City of Byron and the Middle Georgia Regional Commission to provide periodic updates to satisfy SEID program requirements.
7. The engineer shall fully understand the Build America, Buy America (BABA) provisions of this project. All construction contracts furnished or prepared by the engineer shall include required language. Further, the engineer shall be responsible for obtaining all required BABA documentation (i.e. manufacturers' certifications) during construction.

## Schedule

To be considered, proposals must be received by **4:00 pm, June 30, 2025**, at the Middle Georgia Regional Commission, Attn: Brandon Fambro II. All proposals must be sealed and should be clearly labeled. Any proposals received after **4:00 pm, June 30, 2025**, or at any location other than the Middle Georgia Regional Commission at 3661 Eisenhower Parkway, Suite MB102, Macon, Georgia 31206 will not be considered. **An electronic copy of the proposal must be included.** This may be submitted on a flash drive, CD, or via email to bfambro@mg-rc.org. Zip files will be rejected via email. The successful respondent will be notified on or before **July 8, 2025**.

**Because of the short timeline associated with this year's applications, a preliminary engineering report must be submitted to the Middle Georgia Regional Commission no later than 5:00 p.m. on July 14, 2025.**

The selected engineering firm will work with the Middle Georgia Regional Commission to provide all information necessary to meet the anticipated SEID application deadline of **July 18, 2025**.

## Proposal Contents

Responses are to be returned to the Middle Georgia Regional Commission where an initial evaluation of the proposals will be completed. Those evaluations will be submitted to the City of Byron for final selection. Respondents are requested to include letterhead pages immediately behind the cover letter that briefly, directly, and exactly answers the following evaluation criteria questions:

1. Your firm's experience, particularly with SEID grants and other grant projects. Please refer to specific pages in the proposal that answer each category of experience. References must include the names and telephone numbers of local governments, personnel involved, and a brief description of the projects.
2. Your firm's prior experience with the City of Byron. Please refer to specific pages in the proposal that answer each category of experience.
3. At a minimum, the engineering firm's proposal should also provide the following information:
  - a. A brief history of the engineering firm and its principal personnel including resumes of the principals.
  - b. The length of time the firm has been providing the specific kind of engineering services requested.
  - c. The name(s) and professional experience of the firm's key personnel who will be assigned to this project. Firm must also state how much direct experience the personnel assigned to this project has had with grant-funded projects.
  - d. Cost schedules for general services, in addition to cost schedules for additional services.
  - e. Fees for reimbursable expenses, if applicable.
  - f. The firm must provide a professional services contract. (Note: The contract will be written as "direct costs plus a fixed fee, not to exceed a lump sum." If the engineering firm is contracted for the project, the contract must include additional clauses pertaining to federal regulations that will be supplied by the Middle Georgia Regional Commission). The firm should also include the percentage fee that it normally charges for design and construction supervision on this size project and a list of other services included under contract.
  - g. A proposed plan to implement the project, including key timelines and milestones.
  - h. A written release authorizing all investigations necessary.

**Selection**

Procedures for selection of an individual/firm will be in accordance with the RFQ package and local procurement requirements, as well as the requirements of the Uniform Administration Requirements ("the common rule") 24 CFR Part 85.

All qualifications will be evaluated in terms of project approach, quality of work, experience, capacity to perform, mobility, and project familiarity. Past performance on other projects may also be assessed in terms of timeliness, completing within budget, and other factors.

**Disclaimer**

The City of Byron reserves the right to accept or reject any or all proposals. The City of Byron is an Equal Opportunity Employer.