

Request for Qualifications for Contracted Project Oversight Coordinator

SPLOST & TSPLOST



Issued By:
City of McDonough
Office of the Mayor
City Administration

Title:
Request for Qualifications for Professional Services – SPLOST & TSPLOST Special Projects

Release Date: 4/11/2025

Submission Deadline: 4/21/2025

1. Purpose of Request for Qualifications

The City of McDonough is soliciting letters of interest from qualified individuals to provide contracted professional services in support of the **oversight and coordination of special projects** funded through the Special Purpose Local Option Sales Tax (SPLOST) and Transportation SPLOST (TSPLOST) programs. Services will be rendered on a project-by-project basis and may include planning support, project tracking, coordination, compliance monitoring, reporting, stakeholder engagement, or other tasks as deemed necessary by the City.

2. Scope of Services

The selected contractor will serve under the direction of City Administration to provide **oversight and coordination** of special capital projects funded through SPLOST and TSPLOST. This contractor will not engage in design or engineering, but will be responsible for **tracking project progress, facilitating communication between departments and contractors, monitoring schedules and budgets, and preparing reports and updates** for senior leadership and public bodies. The role ensures alignment between execution and the goals of the City's capital improvement initiatives. The scope may vary depending on the type of project. These services will be performed under a **contracted agreement**, not as a full-time employee of the City.

3. Qualifications

Respondents must demonstrate:

- Experience managing or advising on capital infrastructure projects, preferably in government or municipal settings
- Familiarity with SPLOST and TSPLOST guidelines in Georgia
- Capacity to manage multiple tasks and work collaboratively with various stakeholders
- Strong written and oral communication skills
- Ability to work independently and meet deadlines

4. Contract Type and Duration

This is a **contracted position** for a duration of **12 months**, with the option to renew based on performance and funding availability. The contract will be issued as a professional services agreement with a scope and schedule determined by the City.

5. Submission Requirements

All submissions must include the following:

- Cover letter
- Statement of qualifications (See Section 3, Qualifications, above)
- Examples of similar work completed
- Resume(s) of key personnel
- Fee schedule or hourly rate
- References (minimum of three)

SUBMISSIONS SHOULD BE EMAILED IN PDF FORMAT NO LATER THAN 4/21/2025, TO CHRISTY TAYLOR, CITY CLERK, AT: CTaylor@mcdonoughga.org

6. Evaluation Criteria

- Relevant experience and qualifications (25%)
- Proposed approach and understanding of the work (25%)
- Cost competitiveness (20%)
- References and past performance (10%)
- Availability and responsiveness (5%)
- Local presence and demonstrated investment in the community (15%)**

****Local Preference Consideration****

In alignment with the City of McDonough's commitment to supporting the local economy, preference may be given to individuals that are located in the City of McDonough.

7. Confidentiality and Public Communications

All contractors engaged through this solicitation are expected to uphold the highest standards of professionalism, discretion, and confidentiality. Information related to SPLOST and TSPLOST projects, including but not limited to planning documents, timelines, budgets, contractor relationships, and internal discussions, is considered privileged and shall not be shared publicly without express written consent from the City of McDonough. Contractors are strictly prohibited from posting, sharing, or discussing project-related information, visuals, or commentary on personal or professional social media accounts or with unauthorized third parties. The City reserves the right to control the release of all public information to ensure accuracy, maintain the integrity of the projects, and preserve the professional image of the City. Any breach of confidentiality may result in immediate termination of the contract and potential legal action.

8. Questions

All questions regarding this solicitation must be submitted to Christy Taylor, City Clerk, at: Ctaylor@mcdonoughga.org

9. Finalist Notification

Notice of the finalist will be posted on the Bid Postings section of City's website under the details for this Request for Qualifications by **4/28/2025**. The City may by direct negotiation finalize contract terms with service provider who is selected for the award.

10. Reservation of Rights

The City of McDonough reserves the right to reject any and all proposals, update and/or amend this Request for Qualifications, waive informalities or irregularities in any response received, and to accept any submission deemed most favorable to the interests of the City.