

# PROPOSAL SUBMISSION REQUIREMENTS & INSTRUCTIONS TO BIDDERS

## 1. Submission Deadline

All proposals must be received no later than 2:00 PM (EST) on May 27, 2026.

Late submissions will not be accepted and will be returned unopened or rejected.

## 2. Submission Method

### *Electronic Submission:*

Submit proposals via email to: [lhall@housingauthorityfitz.com](mailto:lhall@housingauthorityfitz.com)

- Subject Line: "RFP Submission – [Project Name] – [Firm Name]"
- File Format: PDF only
- Maximum file size: 35Mb

### *Sealed Hard Copy Submission:*

Deliver proposals to:

**Housing Authority of the City of Fitzgerald, Georgia**

PO Box 1067 Fitzgerald, GA 31750

- Clearly label envelope:  
"RFP Submission – [Project Name] – DO NOT OPEN"
- Include:
  - One (1) original document
  - Two Copies as required
  - One (1) electronic copy (USB)

### 3. Proposal Format Requirements

1. Cover letter identifying the firm
2. Designated contact person and contact information
3. Company qualifications and licensing documentation
4. Description of technical approach
5. Proposed construction schedule and production plan
6. Experience with similar electrical projects
7. References from previous clients
8. Fee proposal
9. Proof of insurance

### 4. Required Forms and Certifications

**The following completed and signed forms must be included:**

Appendix A – HUD-5370 General Conditions for Construction Contracts

Appendix B – Section 3 Certification

Appendix C – Non-Collusion Affidavit

Appendix D – HUD 5369-A Representations, Certifications, and Other Statements  
Bidder

Appendix E – Sample Contract (for reference only)

Appendix F – Davis Bacon Wage Determination

Appendix G – HUD-4010 Federal Labor Standards Provisions

Appendix H – Unit Schedule Exhibit

Failure to include required forms may result in **disqualification**.

### 5. Questions

Submit by May 14, 2026 by 5:00 PM (EST) to: [lhall@housingauthorityfitz.com](mailto:lhall@housingauthorityfitz.com)

Responses will be issued via written addendum only.

Verbal responses or informal communications are not binding.

### 6. Addenda

Any changes to the RFP will be issued through written addenda. Addenda will be distributed to all known plan holders. It is the bidder's responsibility to acknowledge receipt of all addenda in their proposal.

### 7. Pre-Proposal Site Visit

May 11, 2026, at 314 South Sherman Street, Fitzgerald, GA 31750

Attendance is strongly encouraged. A sign-in sheet will be maintained.

### **8. Proposal Validity**

Valid for 90 days.

### **9. Evaluation Criteria**

See Section V. (Five) of the RFP

### **10. Reservation of Rights**

1. PHA may reject any proposals
2. Waive informalities or irregularities
3. Request clarification or additional information
4. Cancel or reissue the RFP if deemed necessary

### **11. Official Point of Contact**

All communications regarding this RFP shall be directed to:

Dr. Lemond Hall, ED

Housing Authority of the City of Fitzgerald, Georgia

Email: [lhall@housingauthorityfitz.com](mailto:lhall@housingauthorityfitz.com)

Phone # 229-423-3755

Bidders shall not contact any other staff, board members, or representatives of the Housing Authority regarding this solicitation. Unauthorized contact may result in disqualification.