



# COBB COUNTY CDBG PROGRAM OFFICE

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[www.cobbcounty.org/cdbg](http://www.cobbcounty.org/cdbg)

Kimberly Roberts  
Managing Director



August 13, 2019

Mr. Richard Garland  
Parks and Recreation Director  
City of Smyrna  
2800 King Street  
Smyrna, GA 30080

Re: City of Smyrna Architectural Services (RFP 19-024) Bid Award Acceptance

Dear Mr. Garland:

The City of Smyrna accepted proposals for architectural services from June 6, 2019 through June 20, 2019. A total of nine bids were received. On Monday, July 22, 2019, the City provided our Office with copies of each bid, as well as the bid selection justification for potentially awarding the bid to Foley Design.

Therefore, our Office has determined that this procurement method complies with HUD CDBG Regulations at 2 CFR §200.320(d)(5), which states, *"The Non-Federal entity may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort."*

We hereby authorize the City of Smyrna to proceed with a contract award to Foley Design for Architectural Services. If you need additional information, please contact Ms. Ashley Baldwin at (770) 528-1461 or via email at [ashley.baldwin@cobbcounty.org](mailto:ashley.baldwin@cobbcounty.org).

Sincerely,

A handwritten signature in blue ink, appearing to read "Kimberly Roberts".

Kimberly Roberts, Ph.D.  
Managing Director  
Cobb County CDBG Program Office

cc: Ms. Rabihah Walker-Towers, Deputy Director, Cobb County CDBG Program Office  
Ms. Ashley Baldwin, Program Specialist, Cobb County CDBG Program Office