**REQUEST FOR PROPOSALS**

**TO PROVIDE SERVICES**

This is a Request for Proposal to provide **Legal Services** for the City of Baldwyn of HOME Grant 1230-M18-SG-280-109 for Reconstruction. The Attorney, firm, or qualified person shall prepare Certificates of Title for homeowner, review all contracts, and assist the City in carrying out the project. The proposal should be labeled “Legal Services Proposal”.

This is also a Request for Proposal to provide **Surveyor Services.** The surveyor shall perform a Boundary Survey and Plot Plan for the residential property. The proposal should be labeled “Surveyor Proposal”.

This is also a Request for Proposal to provide **Asbestos/Lead Based Paint Inspection Services.** Sealed proposals will be accepted from trained Department of Environmental Quality (DEQ) certified Asbestos Inspectors to inspect the unit to be reconstructed. The proposal should be labeled “Asbestos/Lead Based Paint Inspection Proposal” and have a valid DEQ certification number recorded on the outside.

You are invited to submit a proposal, in accordance with this request, to Michael James, Mayor, City of Baldwyn, at P.O. Box 40 Baldwyn, MS 38824 or at Baldwyn City Hall 200 West Main Street Baldwyn, MS 38824; no later than 10:00 a.m. local time on Tuesday November 17, 2020.

The contract will be awarded to the responsible offeror whose proposal is within the competitive range and determined to be the most advantageous to the City of Baldwyn, price and other factors considered. The factors to be considered in evaluation of proposals and their relative importance are set forth.

These services are required as part of the City’s 2018 HOME Reconstruction Project to reconstruct one house in the city limits. The contract will be on a lump sum basis.

Those desiring consideration should submit proposals by the time and date stated above and must include the following:

• Qualifications - List of qualifications of each staff person to be assigned to project.

• Experience - Information regarding the experience of the firm. This should include types of projects undertaken.

• Capacity for Performance - Identify the title of staff available to be assigned to provide services.

• Price – Indicate the amount required to carry out the project delivery activities.

All proposals will be rated on the following system to determine the best offer:

Description and Maximum Points: Qualifications - 30, Experience - 30, Capacity for Performance -20, and Price - 20; Totaling 100 points.

The selection committee using the above criteria will review proposals. A written contract will be awarded to the firm whose proposal is within the competitive range and determined by the committee to be the most advantageous to the City of Baldwyn, price and other factors considered. The contract will include scope, extent of work, and other essential requirements. The City of Baldwyn reserves the right to reject any and all proposals.