

REQUEST FOR PROPOSALS FOR ENGINEERING SERVICES

Town of Mantachie requests proposals from qualified firms or individuals to provide Engineering services for work related to an application for a sewer, road, and/or other infrastructure projects with potential funding from: American Rescue Plan Act, HUD - Community Development Block Grant, Appalachian Regional Commission, USDA and/or other federal and state funding agencies. This Request for Proposal includes the preparation of a preliminary cost estimate to be used in the application and project engineering services if the project is awarded. You are invited to submit a proposal, in accordance with this request to Town of Mantachie no later than 2:00 p.m. on Wednesday, August 24, 2022, at the Town of Mantachie City Hall, 3256 Highway 371, Mantachie, Mississippi 38855.

The Engineer will be responsible for performing all Engineering services through project closeout in accordance with federal, state, and local laws, regulations and policies. The scope of work includes but is not limited the following: 1) prepare preliminary cost estimate and preliminary Engineering report; and if grant is awarded 2) prepare plans and specifications, 3) distribute bid documents, 4) assist in bid opening and prepare bid tabulation, 5) assist in the execution of construction contracts, 6) hold preconstruction conference, and 7) perform construction inspection including periodic reports to Town of Mantachie and approve all payment requests.

Town of Mantachie is an Equal Opportunity Employer. Town of Mantachie encourages Minority owned Business Enterprises (MBEs) and Woman owned Business Enterprises (WBEs) to submit proposals.

All proposals must be submitted in a sealed envelope and marked with the following language: "Proposal for ARC Engineering Services." Proposals will be evaluated on the following factors: Qualifications, (40 points), Experience (40 points) and Capacity for Performance (20 points). To be evaluated properly, the following must be addressed in detail:

Qualifications – List of qualifications of person to be assigned to project;

Experience – Information regarding the firm's experience and the projects previously undertaken, including the type and amount of grants awarded, the projects activities, and the status of projects;

Capacity for Performance – Identify the number and title of staff assigned to provide services.

Town of Mantachie will evaluate each proposal. They may hold proposals for a period of not to exceed thirty (30) days for the purpose of reviewing the content of the proposals and investigating the qualifications of the firms and assigned individuals. Town of Mantachie reserves the right to reject any and/or all proposals.

Subject to grant award and the removal of all environmental conditions, Town of Mantachie will award a contract with the qualified individual or firm whose proposal has the highest number of cumulative points issued by the selection committee and determined to be the most advantageous to Town of Mantachie, price and other factors considered. The contract will include scope and extent of work and other essential requirements. An individual contract will be executed for the

awarded project and the contract will be on a fixed price basis. Town of Mantachie has the authority to terminate the selection at any time.

