

REQUEST FOR PROPOSALS FOR ENGINEERING SERVICES
Lee County Board of Supervisors

Lee County Board of Supervisors requests proposals from qualified firms or individuals to provide Engineering services for work related to an infrastructure project with potential funding from: Appalachian Regional Commission, HUD–Community Development Block Grant, U.S. Economic Development Administration, and/or other federal/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 Lee County Board of Supervisors no later than 5:00 p.m. on Friday, June 23, 2023, 300 West Main Street, Tupelo, Mississippi 38804.

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 Lee County Board of Supervisors and approve all payment requests.

Lee County Board of Supervisors is an Equal Opportunity Employer. The County 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.

Lee County Board of Supervisors 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. Lee County Board of Supervisors reserves the right to reject any and all proposals.

Subject to grant award and the removal of all environmental conditions, Lee County Board of Supervisors 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 Lee County Board of Supervisors, 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. Lee County Board of Supervisors has the authority to terminate the selection at any time.

