

## REQUEST FOR PROPOSALS FOR ENGINEERING SERVICES

The Town of Hatley requests proposals from qualified firms or individuals to provide engineering services for work related to an application for a Water Improvements project with funding from: The American Rescue Plan Act – Mississippi Municipality and County Water Infrastructure Grant program (MCWI) and/or other federal and state funding agencies. This Request for Proposal includes all project engineering services as required by the MCWI Grant Program for the project when awarded. You are invited to submit a proposal, in accordance with this request, to the Town of Hatley no later than 3:00 p.m. on August 7, 2023, at Town of Hatley Town Hall, 60279 Hatley Road, Hatley MS 38821.

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 the Town of Hatley and approve all payment requests.

The Town of Hatley is an Equal Opportunity Employer. The Town of Hatley encourages Minority owned Business Enterprises (MBEs) and Woman owned Business Enterprises (WBEs) to submit proposals. The Town of Hatley also encourages Section 3 eligible businesses to submit proposals. Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 17010) requires, to the greatest extent feasible, that The Town of Hatley and its contractors that participate in the above referenced Program give opportunities for job training and employment to lower income residents of The Town of Hatley. Section 3 also requires that contracts for work in connection with the Section 3 area be awarded to Section 3 eligible business concerns.

All proposals must be submitted in a sealed envelope and marked with the following language: "Proposal for 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.

The Town of Hatley 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. The Town of Hatley reserves the right to reject and/or all proposals.

Subject to grant award and the removal of all environmental conditions, The Town of Hatley 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 The Town of Hatley, 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. The Town of Hatley has the authority to terminate the selection at any time.



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