

REQUEST FOR PROPOSALS FOR ENGINEERING SERVICES

The City of Tupelo requests proposals from qualified firms or individuals to provide engineering services for work related to the construction of a detention pond with funding from: Appalachian Regional Commission and other federal funding agencies. You are invited to submit a proposal, in accordance with this request to the City of Tupelo no later than 4:00 p.m. on May 22, 2018 at Tupelo City Hall, PO Box 1485, Tupelo, MS 38802.

Please include the following designation on proposals: RFP – 1518BA.

RFP documents may be obtained by contacting Missy Shelton, Purchasing, City of Tupelo, at (662) 841-6456. Official documents can be downloaded from www.centralbidding.com. Electronic proposals may be submitted at www.centralbidding.com. For questions concerning electronic proposals, please call Central Bidding at (225) 810-4814. A link can be found on the City of Tupelo's website, www.tupeloms.gov/finance.

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 plans and specifications, 2) distribute bid documents, 3) assist in bid opening and prepare bid tabulation, 4) assist in the execution of construction contracts, 5) hold preconstruction conference, and 6) perform construction inspection including periodic reports to City of Tupelo and approve all payment requests.

The City of Tupelo is an Equal Opportunity Employer. City of Tupelo 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.

The City of Tupelo will evaluate each proposal. They may hold proposals for a period 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 City of Tupelo reserves the right to reject and or all proposals.

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



Please run this Legal Ad on **May 3rd and May 10th** in the **Lee County Courier**.

Please send proof of publication to: Shelley Adams, Three Rivers PDD, PO Box 690, Pontotoc, MS 38863 and to Missy Shelton, City of Tupelo, P.O. Box 1485, Tupelo, MS 38802.

Legal ad billing should be sent to the City of Tupelo.