REQUEST FOR PROPOSALS FOR ENGINEERING SERVICES

The City of Vaiden requests proposals from qualified firms or individuals to provide engineering services on an as needed basis for the Vaiden Water Distribution Improvement Project.

You are invited to submit seven (7) copies of a proposal, in accordance with this request, by mail or hand-delivered to: no later than 2:00pm on June 7, 2023 to: Vaiden City Hall, 201 Mulberry Street, Vaiden, MS 39176. Selection of an Engineer will be based on the criteria established in this Legal advertisement. Engineer(s) shall not submit any cost or price information with their proposals. Engineer(s) should submit complete proposals sufficient for final selection of the most qualified engineer. The selected Engineer will provide all engineering services through project closeout in accordance with federal, state, and local laws, regulations, and policies. The scope of work may include, but is not limited to, the following: 1) planning services and/or guidance in selecting a project based on system needs; 2)preparation of plans and specifications; 3) distribution of bid documents and any addenda to such documents; 4) assistance in bid opening and preparation of bid tabulation; 5) assistance in the execution of construction contracts; 6) holding pre-construction conference; 7) providing construction management services, including review/approval of payment applications, preparation of change orders, attendance at regular meetings with construction contractor, and performance of construction observation including periodic reports to the City of Vaiden, and 8) assistance with project closeout. The final scope of work will be negotiated at the time of contract execution.

The City of Vaiden is an Equal Opportunity Employer. The town encourages Minority-owned Business Enterprises (MBEs) and Women-owned Business Enterprises (WBEs) to submit proposals.

All proposals must be submitted in a sealed envelope and marked with the following language: “Proposal for Water Distribution Project.” Proposals will be evaluated on the following factors: Qualifications (40 points), Experience (40 points), and Project Knowledge (20 Points). To be evaluated properly, the following must be addressed in detail:

* **Qualifications** –The qualifications of the firm and persons assigned to the project;
* **Experience** – The firm’s experience and the projects previously undertaken, the project activities, and the tatus of the projects
* **Project Knowledge** – Familiarity with the OWNER’s infrastructure and regulatory requirements of similar funding programs

The City of Vaiden Mayor and Board of Aldermen will evaluate each proposal. The committee 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 town reserves the right to reject any and/or all proposals. The town 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, all factors considered. The contract will include scope and extent of work and other essential requirements. The town has the authority to terminate the selection at any time.

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