Request for Proposals for Engineering Services

The City of Clarksdale requests proposals from qualified firms or individuals to provide engineering services for work related to implementation of approved road infrastructure projects. You are invited to submit a proposal in accordance with this request, to the office of the City Clerk, City of Clarksdale; PO Box 940, Clarksdale, MS, 38614 no later than 12:00 p.m. on Tuesday, February 21, 2023

The Engineer will be responsible for preparing project cost estimates for application preparation, and if awarded, the selected Engineer will provide all engineering services throughout the project, closeout and accountants with federal, and state, and local laws, regulations and policies. is not limited to the following: 1) prepare plans and specifications, 2) distribute bid documents, 3) assist in bid opening and prepare a bid tabulation, 4) assist in the execution of construction contracts, 5) hold pre-construction conference, and 6) perform construction inspection, including periodic reports to the City and approve all payment requests.

The City of Clarksdale is an Equal Opportunity Employer. The City encourages Minority-owned Businesses 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 Engineering Services.” Proposals will be evaluated on the following factors; qualifications (40 points), experience (40 points), and the Capacity for performance (20 points). To be evaluated properly, the following must be addressed in detail:

Qualifications – list of qualifications of persons, to be assigned to the project;

Experience — information regarding the firm’s experience in projects previously undertaken, including the type and amount of grants awarded, the project’s activities, and the status of the project(s);

Capacity of performance — identify the number and title of staff assigned to provide services.

The City will designate a selection committee to evaluate each proposal. The selection committee may hold proposals for not to exceed thirty (30) days for the purpose of reviewing the contents of the proposals and investigating the qualifications of the firms and assigned individuals. The City reserves the right to reject any and/or all proposals.

The City will award a contract with a qualified individual or firm whose proposal has the highest number of cumulative points issued by the selection committee and is determined to be the most advantageous to the City, price and other factors considered. The contract will include scope and extent of work and other essential requirements. An individual contract may be executed for each award project, and the contract will be on a fixed price basis. The City has the authority to terminate the selection at any time.

Publish January 26th and February 2nd 2023