

REQUEST FOR PROPOSALS FOR LEGAL SERVICES

The City of Mendenhall requests proposals from qualified firms or individuals to provide legal services for the Mississippi Municipality and County Water Infrastructure (MCWI) Grant Program, American Rescue Plan Act (ARPA), and other funding sources. You are invited to submit a proposal, in accordance with this request, to the Office of the Town Clerk; 172 West Maud Avenue, Mendenhall, Mississippi 39114, 3:00 p.m. local time on October 30, 2023.

The Legal Consultant will be responsible for implementing the City of Mendenhall's projects through close-out and must carry out all activities in accordance with federal and state laws, regulations, and procedures of the projects referenced above. The contract will be on a set lump sum fee.

The City of Mendenhall is an Equal Opportunity Employer. The City of Mendenhall 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 Legal 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 persons 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 the projects;

Capacity for Performance – Identify the number and title of staff assigned to provide services.

The City of Mendenhall will designate a selection committee to evaluate each proposal. The selection committee 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 City of Mendenhall reserves the right to reject all proposals.

The City of Mendenhall 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 Mendenhall, 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 that is administered. The City of Mendenhall has the authority to terminate the selection at any time.

Publication Dates:

October 12, 2023

October 19, 2023

Todd Booth-Mayor

City of Mendenhall