

## REQUEST FOR PROPOSALS FOR ADMINISTRATION SERVICES

The Town of Bentonia requests proposals from qualified firms or individuals for the administration of the Mississippi Municipality & County Water Infrastructure Grant (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; 220 East Railroad Avenue, Bentonia, MS 39040, 2:00 p.m. local time on September 19, 2023.

The Administrative Consultant will be responsible for implementing the Town of Bentonia's projects through close-out, pending award by the Mississippi Department of Environmental Quality (MDEQ). The Administrative Consultant must carry out all activities in accordance with federal and state laws regulations and procedures of projects referenced above. The contract will be on a set lump sum fee.

The Town of Bentonia is an Equal Opportunity Employer. The Town of Bentonia 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 Administrative 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 Town of Bentonia 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 Town of Bentonia reserves the right to reject all proposals.

The Town of Bentonia 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 Bentonia, 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 Town of Bentonia has the authority to terminate the selection at any time.

Publication Dates:

August 9, 2023

August 16, 2023

Clint Lancaster-Mayor

Town of Bentonia