

From: Kim Goss kag@williseng.net
Subject: Tchula Engineering Procurement Instructions
Date: Aug 2, 2023 at 1:25:49 PM
To: Annie Polk anniepolk@icloud.com,
the city of tchula the city of tchula@bellsouth.net
Cc: Marty Gilliland mcg@williseng.net, Karla Allen
kla@williseng.net

Attached is the Request for Proposals for Engineering Procurement.

The following is the information you will email to

heraldlegals@gmail.com

Please advertise the attached legal in The Holmes County Herald on the following dates:

August 10, 2023

August 17, 2023

Please send proof and bill to

Town of Tchula

Mayor Annie Polk

1027 Main Street

Tchula, MS 39169

Please send confirmation email that you have received this email.

****Additionally,**

The attached word document will need to be uploaded to the MPTAP site on the SAME DAY you send it to the newspaper. MPTAP will send you a confirmation email that will be required for proof of solicitation. If you have any problems, please email Karla Allen at kla@williseng.net or [\(662\) 226-1081](tel:(662)226-1081).

*****Note:** After bids are open, scored, and engineer selected...please keep all submitted engineering proposals, grading sheets, letter selecting engineer, proof of advertisement, copy of MPTAP confirmation email. All of this information will be required to upload to the MCWI portal in order to be reimbursed for engineering fees.

Thank you,

Kim Goss

Willis Engineering

133 South Mound Street

Grenada, MS 38901

Office: [\(662\) 226-1081](tel:(662)226-1081)

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REQUEST FOR QUALIFICATIONS FOR ENGINEERING
SERVICES
MCWI PROGRAM 2023

The Town of Tchula requests proposals from qualified firms or individuals to provide engineering services for work related to the implementation of approved FY 2023 MCWI project(s). You are invited to submit a proposal, in accordance with this request, to the Office of the Town Clerk, Town of Tchula; 1027 Main Street; P.O. Box 356; Tchula, MS 39169, no later than 12 Noon on September 11, 2023.

The Engineer will be responsible for preparing project cost estimates and a preliminary engineering report for application preparation and if awarded, 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 includes but is not limited to 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 pre-construction conference, and 6) perform construction inspection including periodic reports to the municipality and approve all payment requests.

The Town of Tchula is an Equal Opportunity Employer. The Town encourages Minority-owned Business Enterprises (MBEs) and Woman-owned Business Enterprises (WBEs) to submit proposals.

One (1) original and six (6) copies of the proposals must be submitted in a sealed envelope and marked with the following language: "Proposal for MCWI Program 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 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.

Please include a copy of the firm's registration in the E-Verify system.

The Town of Tchula Board of Aldermen will meet to evaluate each proposal. The Town 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 reserves the right to reject any and/or all proposals and waive any irregularities. Subject to MCWI award(s) and the removal of all environmental conditions, the Town of Tchula will award a contract with the qualified individual or firm whose proposal has the highest number of cumulative points issued by the board and determined to be the most advantageous to the Town, 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 each awarded project, and the contract will be on a fixed price basis. The Town of Tchula has the authority to terminate the selection at any time.

Advertisement Run Dates: August 10, 2023 & August 17, 2023
