

**D'IBERVILLE, MISSISSIPPI
REQUEST FOR PROPOSALS**

The City of D'Iberville (the "City") will accept sealed proposals from qualified firms for professional engineering services required for implementation of its Katrina Supplemental Community Development Block Grant Economic Development Program and/or any other related program as designated by the Mississippi Development Authority on Wednesday, November 21, 2018 at 11:00 a.m. local time, City of D'Iberville, Attn: Jodi Weise, City Clerk, 10383 Automall Parkway, D'Iberville, MS 39540.

The City is seeking funding for Katrina Supplemental Community Development Block Grant Assistance and seeking a Project Engineer for the construction of Popp's Ferry Road Relocation and Widening from Lamey Street to Galleria Parkway and improvements to ancillary connecting streets in D'Iberville. The improved roadway will be a multi lane facility with signalization, lighting and accommodations for pedestrian and bicycle facilities.

If you have any questions concerning the request for proposals, please call the City of D'Iberville, MS, between the hours of 8 A.M. and 5 P.M., Monday through Friday at 228-392-7966.

The engineering services required for this project are:

Engineer shall perform necessary environmental studies, surveys, geotechnical investigation, pavement evaluation, design, right of way acquisition, permitting, utility relocation, bidding, construction administration and close-out for the project. Bid documents will include plans, specifications, general conditions, Owner-Contractor contract, and all other applicable documents required for public bid of the construction. The selected professional, as part of the Owner-Engineer contract, will provide a project design schedule with scheduled work activities, duration, and completion dates, to the Owner for approval. The Engineer will make revisions, if necessary, based on the Owner's review of the design schedule. The selected professional will develop and implement a quality assurance-quality control plan (QA/QC) to allow for the sampling, testing, monitoring, and verifying the Contractor's workmanship and materials are compliant with the contract documents and are of an acceptable quality. The selected professional will provide a Field Representative that will visit the project sites at a frequency necessary to ensure, at a minimum, the requirements outlined in this RFP are met. The services required of the professional outlined in this RFP will be identified in the Owner – Engineer contract.

This project is covered by the requirements of Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. § 1701u) ("Section 3"). Section 3 requires that when employment or contracting opportunities are generated by HUD-funded projects, preference is given to Section 3 businesses and low to very low-income persons residing in the community where the project is located. Section 3 businesses are encouraged to submit a proposal as any responsive, responsible respondent that qualifies as a Section 3 Business Concern will be given a preference during evaluation. A respondent selected for this Project will be responsible for ensuring compliance with all Section 3 requirements including, but not limited to, the hiring and contracting decisions made on the Project.

PROPOSAL CONTENT AND EVALUATION CRITERIA

In order for your proposal to be properly evaluated, you must submit a Statement of Qualifications and Experience in sufficient detail. Each respondent is cautioned to carefully review the Proposal Content requirements as set forth below in Section D to ensure that all responsibilities and obligations are properly addressed. The Consultant Selection Committee will then review each proposal and select a qualified individual or firm. Proposals will be reviewed by the Selection Committee, using the following

selection criteria. Each member of the committee will assign points to each criteria based on the content of the proposal. Negotiations will be conducted initially with the firm receiving the highest number of votes, as rated by the Selection Committee. If a mutually satisfactory contract cannot be negotiated with the firm, the firm will be requested to submit a best and final offer, in writing, and if a contract cannot be reached after the best and final offer, negotiation with that firm will be terminated. Negotiations then will be initiated with the subsequently listed firm in the order of rating, and this procedure will be continued until a mutually satisfactory contract has been negotiated. In addition to reaching a fair and reasonable price for required work, the objective of negotiations will be to reach an agreement on the provisions of the proposed contract including scope and extent of work and other essential requirements.

Proposal Content: To be considered, the proposal must include the following:

- A. Qualifications – Statement of Qualifications of each person to be assigned to the project.
- B. Experience – Information reflecting the experience of the bidder as related to the scope of work outlined above. The information which should be submitted as a minimum should be types of related work, size and funding level of projects, and experience with CDBG and other federal projects.
- C. Capacity of Performance – Ability to perform the work in a timely manner. Proposal shall contain information regarding staff and other resources to be used in the implementation of the project.
- D. Section 3 Compliance: Please see Information to Consultants packages available at the City.

Proposals may be held by the City for a period not to exceed thirty (30) days from the date of opening of proposals for the purpose of reviewing the proposals and investigating the qualifications of the engineer, prior to awarding the contract. The City of D'Iberville is an equal opportunity employer. MBE and/or WBE individuals/firms are encouraged to submit proposals.

FUNDING AVAILABLE

The amount of funds to be allocated for the project is not known at this time; consequently, proposals will be received on the basis of qualifications, experience, capacity, and Section 3 compliance as set forth above. The City is an equal opportunity employer. MBE and/or WBE individuals/firms are encouraged to submit a proposal.

One (1) original and ten (10) copies of the proposal should be packaged, sealed, and properly labeled as follows:

NAME OF FIRM OR INDIVIDUAL PROPOSAL FOR
ENGINEERING SERVICES
KATRINA COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM PROJECT

and delivered or mailed to: the City of D'Iberville, Attn: Jodi Weise, City Clerk, 10383 Automall Parkway, D'Iberville, MS 39540 no later than Wednesday, November 21, 2018 at 11:00 a.m. local time, after which time they will be opened by the Selection Committee. The Selection Committee will then review each proposal and select a qualified firm or individual.