

REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES  
MCWI PROGRAM 2022

The Town of Duncan requests proposals from qualified firms or individuals to provide engineering services for work related to the implementation of approved FY 2022 MCWI project(s). You are invited to submit a proposal, in accordance with this request, to the Office of the Town Clerk, Town of Duncan; 204 W Park S, Duncan, MS 38740 no later than 12 Noon on September 15, 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 Duncan 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 Duncan 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 Duncan 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 Duncan has the authority to terminate the selection at any time.

Publication Dates:

August 23, 2023

August 30, 2023