Town of Meadville

Request for Proposals for Engineering Services

**Legal Notice**

The Town of Meadville intends to employ a consulting engineering firm to provide engineering services contract for an American Rescue Plan Act (ARPA): Mississippi Municipality and County Water Infrastructure Grant Program Act (MCWI). The project will utilize ARPA funding and consists of water infrastructure improvements in Franklin County, Mississippi. The Consultants scope of service includes but is not limited to, grant application / administration, planning, surveying, development of construction plans / specifications, preparation of easements / right-of-way maps and deeds for purchase, environmental related services, bidding phase services, construction engineering, ad inspection services in accordance with federal, state, and local laws, regulations, and policies.

Upon selection, negotiation, and execution of contract, the Town of Meadville anticipates the duration of the contract to be approximately two (2) years. We anticipate executing the contract within approximately sixty (60) days.

Consulting engineering firms (CONSULTANT) interested in providing these services may so indicate by furnishing the Town of Meadville one (1) original and three (3) copies plus a digital version of their Proposals which should consist of the following:

1. A cover letter specifying the name and complete description of the project, the name of the project manager, and the location and address of the office to be assigned the majority of the work;
2. A resume for each principal member, the project manager, and employee(s) of the firm anticipated to be assigned the project. Also, provide an organizational chart and list each person’s experience and qualifications, including proof that the Project Manager is licensed as a Mississippi Professional Engineer and that the firm has met state licensure and certification requirements;
3. A description of similar work completed during the past five (5) years which qualifies the consultant for this work; the consultant’s cost and consultant’s schedule completion and actual completion of this work;
4. Provide any information to indicate that the team has necessary resources, including available staff, to complete the project within the timeframe above. The Consultants should indicate any other active and planned projects that any individuals, as listed on the organizational chart (including any subconsultant(s)), are currently working to complete. The consultant should indicate how they plan to balance workloads to commit the staff and resources to successfully complete the project on-time.

The Town of Meadville will evaluate the Proposal based on the following factors listed in their relative order of importance:

1. The experience in performing the type of work outlined herein;
2. Qualifications of the principals and professionals to be assigned;
3. The consultant’s experience in working with projects involving public funding;
4. The extent of in-house capabilities of the firm; and
5. The Consultant’s size and capability of available staff to perform this work in accordance with an expedited progress schedule, considering the firms current and planned workload.

The Town of Meadville reserves the right to select one (1) consultant or select a short list of consultants from whom more information will be required.

The Town of Meadville reserves the right to reject any and all Proposals, discontinue Contract execution, and / or request additional information with any party at any time prior to final Contact execution.

To be considered, all replies must be received by the Town of Meadville at Post Office Box 309, Meadville, Mississippi 39653 or hand delivered to 75 Main Street, Meadville, Mississippi 39653, on or before 5:00 p.m. Tuesday, October 31st, 2023. The Proposal should be submitted and marked on the outside as Proposal for Engineering Services – ARPA Project.

This Legal Notice will appear in the *Franklin Advocate* September 28th, 2023 and October 5th, 2023 and advertised on AgencyBidBank.Mississippi.org.