

## REQUEST FOR PROPOSALS FOR ENGINEERING SERVICES

The **Town of Pelahatchie** requests proposals from qualified consulting engineering firms (CONSULTANTS) to provide engineering services on an as needed basis for a project or projects funded services for developing various necessary water, wastewater, stormwater and other infrastructure improvement projects utilizing Local, State, and Federal Funding Sources including but not limited to ARPA Funding, MCWI Funding, and EPA STAG Funding.

You are invited to submit five (6) copies of a proposal, in accordance with this request, by mail or hand-delivered to: 705 Second St (601-854-5224) no later than **5:00 p.m.**, on November 27, 2023.

Selection of an Engineer will be based on the criteria established in this Legal advertisement. Engineer(s) shall not submit any cost or price information with their proposals. Engineer(s) should submit complete proposals sufficient for final selection of the most qualified engineer. 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 may include, but is not limited to, the following: 1) planning services and/or guidance in selecting a project based on system needs; 2) preparation of plans and specifications; 3) distribution of bid documents and any addenda to such documents; 4) assistance in bid opening and preparation of bid tabulation; 5) assistance in the execution of construction contracts; 6) holding pre-construction conference; 7) providing construction management services, including review/approval of payment applications, preparation of change orders, attendance at regular meetings with construction contractor, and performance of construction observation including periodic reports to the OWNER, and 8) assistance with project closeout. The final scope of work will be negotiated at the time of contract execution.

The OWNER is an Equal Opportunity Employer. The OWNER encourages Minority-owned Business Enterprises (MBEs) and Women-owned Business Enterprises (WBEs) to submit proposals.

Based on the Assistance Listing: Coronavirus State and Local Fiscal Recovery Funds and Part 2 of the US Treasury State and Local Fiscal Recovery Funds Compliance and Reporting Guidance (v3.0 February 2022) (Compliance Guide), the following Uniform Guidance provisions apply to the ARPA/CSLFRF grant award:

- Subpart A, Acronyms and Definitions
- Subpart B, General provisions
- Subpart C, Pre-Federal Award Requirements and Contents of Federal Awards (except 2 CFR 200.204, .205, .210, and .213)
- Subpart D, Post Federal; Award Requirements (except 2 CFR 200.305(b)(8) & (9), .308, .309, and .320(c)(4))
- Subpart E, Cost Principles
- Subpart F, Audit Requirements
- 2 CFR Part 25 (Universal Identifier & System for Award Management)
- 2 CFR Part 170 (Reporting Subaward and Executive Compensation Information)
- 2 CFR Part 180 (OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Non-procurement))
- Executed contracts shall include provisions for Non-Federal Entity Contracts Under Federal Awards listed in Appendix II to Part 200

All proposals must be submitted in a sealed envelope and marked with the following language: "Proposal for Engineering." Proposals will be evaluated on the following factors: Qualifications, (40 points), Experience (40 points) and Capacity for Performance (10 points), familiarity with Town's infrastructure (10 points). To be evaluated properly, the following must be addressed in detail:

- **Qualifications** –The qualifications of the firm and persons assigned to the project;
- **Experience** – The firm's experience and the projects previously undertaken, the project activities, and the status of the projects;

- **Project Knowledge** – Familiarity with the OWNER’s infrastructure and regulatory requirements of similar funding programs

The OWNER will designate a selection committee to evaluate each proposal. The selection committee may hold proposals for a period 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 OWNER reserves the right to reject any and/or all proposals. The OWNER 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 OWNER, all factors considered. The contract will include scope and extent of work and other essential requirements. The contract will be on a fixed price basis. The OWNER has the authority to terminate the selection at any time.

Publication Date: November 8, 2023

Karl Vanhorn

Mayor

Town of Pelahatchie