

REQUEST FOR PROPOSALS FOR ENGINEERING SERVICES

The City of West Point requests proposals from qualified firms or individuals to provide engineering services for work related to the implementation of approved FY 2024 Appalachian Regional Commission (ARC) project related to the upgrade of an industrial access road. You are invited to submit a proposal, in accordance with this request, to the Office of the City Clerk of West Point; Attention: Delores Doss, 580 Commerce Street, Post Office Box 1117, West Point, Mississippi 39773. All proposals **(seven copies)** should be marked clearly as being a "Proposal for ARC Engineering Services – Industrial Access Road Upgrades" no later than 2 p.m. on February 2nd, 2024.

The Engineer will be responsible for preparing project cost estimates 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 preconstruction conference, and 6) perform construction inspection including periodic reports to the City and approve all payment requests.

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

All proposals **(Seven copies)** must be submitted in a sealed envelope and marked with the following language: "Proposal for ARC Engineering Services – Industrial Access Road Upgrades." 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.

The City of West Point Mayor and Board of Selectmen/Selectwoman will evaluate and rate each proposal. Proposals may be held 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 City reserves the right to reject and/or all proposals. All questions should be directed to Trey Hamby, Golden Triangle PDD at (662) 324-0107.

Subject to ARC award and the removal of all environmental conditions, the City 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 City. 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 City has the authority to terminate the selection at any time.

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