

LEGAL NOTICE

UTICA, MISSISSIPPI

REQUEST FOR PROPOSALS FOR ADMINISTRATIVE SERVICES

The Town of Utica requests proposals from qualified firms or individuals for the administration of the Mississippi Municipality & County Water Infrastructure Grant (MCWI) project(s). You are invited to submit a proposal, in accordance with this request, to the Office of the Town Clerk, 110 White Oak Street Utica, MS 39175 no later than 3:00 p.m. on March 5, 2024.

The Administrative Consultant will be responsible for implementing the Town's MCWI project(s) through close-out, pending award(s) by the Mississippi Department of Environmental Quality (MDEQ). The Administrative Consultant must carry out all activities in accordance with federal and state laws regulations and procedures of the MCWI Program. The contract will be on a lump sum basis, and the amount of funds is not known at this time.

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

All proposals must be submitted in a sealed envelope and marked with the following language: "Proposal for MCWI Administrative 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.

The Town will designate a selection committee to evaluate each proposal. The selection committee 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 and and/or all proposals.

The Town 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 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 the awarded project that is administered. The Town has the authority to terminate the selection at any time.

To be Published:

Kenneth Broome, Mayor

January 23, 2024

Town of Utica, MS

January 30, 2024