**LEGAL NOTICE**

 **TOWN OF UTICA, MISSISSIPPI**

 **REQUEST FOR PROPOSALS | ADMINISTRATIVE SERVICES**

This is a Request for Proposals for qualified firms or individuals to provide Administrative Services for the Town of Utica’s FY2022 HUD Beautification Project.

You are invited to submit a proposal, in accordance with this request, to the Town of Utica, 110 White Oak Street or P. O. Box 335, Utica, MS 39175-0335, no later than 12:00 p.m. local time on April 2, 2024.

ADMINISTRATOR: The Administrator shall prepare all the necessary administrative services to properly carryout all activities in the HUD Grant project through closeout, in accordance with State and US Treasury Department prescribed rules, Federal Regulations, policies and State law. The project includes the following activities: Assist the Town and its agents in the general program management including accounting, required reports to HUD/Hinds County Board of Supervisor and the State, implementation of applicable State and Federal laws, regulations, and requirements, establishment, and maintenance of filing system; and liaison between the Town and the State. The contract will be on a lump sum basis.

The contract will be on a fixed price basis.

Those desiring consideration should submit proposals by the time and date stated above and must include the following:

1. Qualifications - List of qualifications of each staff person to be assigned to project.

2. Experience - Information regarding the experience of the firm. This should include types of projects undertaken.

3. Capacity for Performance - Identify the title of staff available to be assigned to provide services.

All proposals will be rated on the following system to determine the best offer or: Description and maximum points: Qualifications - 40; Experience - 40; Capacity- 20; Total 100 points.

Proposals will be reviewed by the Mayor and Board of Aldermen using the above selection criteria. A written contract will be awarded to the firm whose proposal is within the competitive range and determined by the Board to be the most advantageous to the Town, price and other factors considered. The contract will include the scope and extent of work and other essential requirements.

The Town of Utica reserves the right to reject any and all proposals.

**PUBLICATION INFORMATION**

 **Publish in the legal section of the Clarion Ledger on:**

 **Friday, March 22, 2024**

 **Friday, March 29, 2024**

**Billing Information**

 **Town of Utica**

 **ATTN: City Clerk**

 **P. O. Box 335**

 **Utica, MS 39175**

**Send two proofs of publications to:**

 **Town of Utica**

 **ATTN: City Clerk**

 **P. O. Box 335**

 **Utica, MS 39175**