



**Request for Proposals/Qualifications
Engineering/ Construction Service
MS Main Street Revitalization Grant Program
Ripley Main Street Association**

Ripley Main Street Association is soliciting responses to this request for qualifications for grant compliance services regarding Mississippi Main Street Revitalization Grant Program funds from the Department of Finance and Administration from an allocation received by the State of Mississippi under the American Rescue Plan Act of 2021. All responses to this request should be submitted by email to: Elizabeth Behm: ripleymainstreet@gmail.com no later than the close of business on Friday, February 19, 2024. Services and/or goods may include but may not be limited to the following:

1. Construct approximately 100 ft.x 5' retaining wall
 - a. Site of project: 204 S. Commerce Street Ripley, MS 38663

Services

As these services are not expected to exceed regulatory threshold pursuant to 2 C.F.R. §200.1, the following information shall be deemed sufficient to allow Ripley Main Street to make its selection.

Submittals, at a minimum, shall contain:

- Name, address, and contact information for the entity, including identification of the key individual and important qualifications of the submitting firm.
- Years of existence of the firm.
- Qualifications of all persons offered or expected to perform services under this contract.
- Rates for each individual identified above, including other costs and expenses that may be incurred during the performance of the services.
- Examples of previously constructed retaining walls

Selection shall be based upon both qualifications and price. All submittals shall be in printed or electronic format.

Conflicts of Interest Prohibited

1. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any

member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of Ripley Main Street may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, Ripley Main Street may set standards for situations in which the financial interest is not substantial, or the gift is an unsolicited item of nominal value.

Miscellaneous

1. **Required Contract Terms.** All contracts awarded pursuant to these procedures shall contain the applicable required contract terms described in Code Federal Regulations, Title 2, Part 200, Appendix II. (Attachment “A” hereto.)
2. **Compliance with Applicable Requirements.** All contracts awarded pursuant to these procedures shall comply with the other applicable requirements contained in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

RFP PROCESS: Construction manager shall provide a letter of interest to Ripley Main Street that will include:

- Examples of existing work.
- Up to three references from recent or current clients, which include contact information.
- A budget for the project
- Deadline to submit the proposal: February 19, 2024 by 5:00 pm
- Ripley Main Street Association will notify you by February 28th if you are chosen.
- Please mail or email proposals to:
 - Elizabeth Behm – Director 111 East Spring Street Ripley, MS 38663
 - Ripleymainstreet@gmail.com

The Selection Committee will review all submittals in conformance with this RFP and will then make a recommendation to the RMSA Board of Directors, which is the final decision-maker. After a selection has been made, RMSA will enter into a contract with the contractor. Contractual terms that will be addressed in the contract, include but are not limited to the following: Liability insurance requirements; Conformance with submitted scope of work; schedule and “not to exceed” budget; No substitution of key personnel without prior written approval by the RMSA Board. If you have questions after viewing the site or if you have questions regarding this RFP, please contact Elizabeth Behm.