Request for Proposals

Reconstruction of Outdoor Area

Engineering Services

MS Main Street Revitalization Grant Program

Baldwyn Main Street Chamber

Baldwyn Main Street Chamber 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 submitted by email to: chamberdirec@gmail.com no later than close of business on March 15, 2024. Engineering services are for the design and/or reconstruction of Azalea Court. Goods and/or services may include but may not be limited to the following:

1. Front Street and Main Street Areas; landscaping, turf or sod,
2. Metal railings to meet code
3. Retaining Walls either torn down or added
4. Pavers for walkway within area
5. Lighting install, sprinkler system may be needed
6. Leveling out overlook area for better sitting and viewing
7. Demolition of existing concrete and clean up

# Services

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

Baldwyn Main Street Chamber is wanting to renovate an outdoor area that will make gatherings more enjoyable and usable for events. The area is split into 3 levels. Lower for entertaining, middle area for stage and upper area in on main street for an overlook.

The bottom area is 3578sq ft. The overview area is 1230sq ft and stage area is 1558sq ft.

Engineering services we are looking for will have skills in the following areas: landscaping (lighting, sprinkler system etc.), plants, pathways for easy walking, green space, guard rails, metal work and may include some concrete work. Retaining walls may need to be either taken down or put up.

Submittals, at a minimum, shall contain:

1. Name, address, and contact information for the entity, including identification of the key individual and important qualifications of the submitting firm.
2. Years of existence of the firm.
3. Qualifications of all persons offered or expected to perform services under this contract. Include education, experience, and other relevant information.
4. Rates for each individual identified above, including other costs and expenses that may be incurred during the performance of the services.
5. Bid should include professional fees, and the cost of labor and all materials necessary to complete this project.

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

# Conflicts of Interest Prohibited

l . 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 Baldwyn Main Street Chamber may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, Baldwyn Main Street Chamber 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 Il. (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.