

REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES

The Town of Mayersville is requesting Statements of Qualifications from qualified firms or individuals to provide Engineering services for work related to the application for and implementation of an FY 2024 CDBG project. You are invited to submit a Statement of Qualifications, in accordance with this request, to the Town of Mayersville, 132 Court Street, Post Office Box 188, Mayersville, MS 39113, no later than 10:00 a.m. on April 30, 2024. Statements of Qualifications will be opened at a meeting of the Board of Aldermen or an appointed selection committee.

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 pre-construction conference, and 6) perform construction inspection including periodic reports to the Town of Mayersville and approve all payment requests.

The Town of Mayersville is an Equal Opportunity Employer. The Town encourages Minority-owned Business Enterprises (MBEs) and Woman-owned Business Enterprises (WBEs) to submit Statements of Qualifications. The Town also encourages Section 3 eligible businesses to submit Statements of Qualifications. Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 17010) requires, to the greatest extent feasible, that the Town of Mayersville and its contractors that participate in the above referenced Program give opportunities for job training and employment to lower income residents of the Town of Mayersville. Section 3 also requires that contracts for work in connection with the Section 3 area be awarded to Section 3 eligible business concerns.

All Statements of Qualifications must be submitted in a sealed envelope and marked with the following language: "Statement of Qualifications for CDBG Engineering Services." Statements of Qualifications 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 the 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 may designate a selection committee to evaluate each Statement of Qualifications. The Town may hold Statements of Qualifications for a period not to exceed thirty (30) days for the purpose of reviewing the content of the Statements of Qualifications and investigating the qualifications of the firms and assigned individuals. The Town reserves the right to reject any and all Statements of Qualifications.

Subject to CDBG awards and the removal of all environmental conditions, the Town will award a contract with the qualified individual or firm whose Statement of Qualifications has the highest number of cumulative points following evaluation and determined to be the most advantageous to the Town, all factors considered. 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 Town of Mayersville has the authority to terminate the selection at any time.