REQUEST FOR PROPOSALS

The City of Eupora, Mississippi will accept sealed proposals from qualified firms and individuals interested in providing engineering services for a proposed infrastructure improvements project in the Eupora-West Industrial Park. The work will be constructed with funding through programs from the Mississippi Development Authority and the State of Mississippi.

Engineering Services required include, but are not limited to the following: The selected engineer will be responsible for the preparation of project cost estimates and engineering reports for application preparation and if awarded, the selected engineer will provide all engineering services through closeout in accordance with federal, state and local laws, regulations and policies. Post application engineering responsibilities include but are not limited to the following: (1) prepare plans and specifications, (2) distribute bid documents, (3) assist in bid opening and prepare bid tabulations, (4) assist in the execution of construction contracts, (5) hold preconstruction conference, and (6) perform construction inspection including periodic reports to the City and approve all payment requests.

Subject to grant awards and the removal of all environmental conditions, the award of the aforementioned contract will be made to the responsible party whose proposal has the highest number of cumulative points and is most advantageous to the City of Eupora. Proposals will be rated according to the following criteria: (1) Previous experience with Federal Grant Programs; (2) Knowledge of Federal and State laws concerning bid procedures and contracts; (3) General experience and technical expertise in the profession; and (4) Previous experience in performing the required services in a timely manner, with equal value assigned to each category. Cost is not a factor in the selection process and should not be a part of the proposal. Cost will be negotiated with the firm or individual receiving the highest rating according to the stated criteria. The City of Eupora will designate a selection committee to evaluate the proposals, with final decisions being made within a period not to exceed thirty (30) days.

Interested parties are invited to submit sealed proposals until 2:00 PM, January 18, 2019, to the City of Eupora, Office of the City Clerk, 390 Clark Avenue, Eupora, Mississippi, 39744. All proposals will be opened and read at the next scheduled meeting of the Mayor and Board of Aldermen. All proposals should be marked clearly as being a “Proposal for Engineering Services”. The City of Eupora does not discriminate on the basis of race, color, religion, sex, age or national origin and reserves the right to reject any and all proposals.

Eupora, Mississippi is an Equal Opportunity Employer and encourages Minority-owned Business enterprises (MBE’s) and Woman-owned Business Enterprises (WBE’s) to submit proposals. The City of Eupora also encourages Section 3 eligible businesses to submit proposals.

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Publish one (1) time for two consecutive weeks as a legal advertisement on December 19, 2018 and December 26, 2018 in the Webster–Progress Times newspaper. Proof of publication is required and billing should be to the City of Eupora.