REQUEST FOR PROPOSALS

The City of Macon will accept sealed proposals from qualified firms and individuals interested in providing engineering services for a proposed box culvert/drainage improvements project in Macon, Mississippi. The work will be constructed with funding through the Community Development Block Grant Programs from the Mississippi Development Authority.

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 Town of Shuqualak. 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 Macon 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 3:00 PM, April 2, 2019, to the City of Macon at the City Hall, Office of the City Clerk or to P.O. Box 29, Macon, Mississippi, 39341. All proposals will be opened and read at the regularly scheduled meeting on that evening. All proposals should be marked clearly as being a “Proposal for Engineering Services”. The City of Macon 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.

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

Publish one (1) time for two consecutive weeks as a legal advertisement on March 14, 2019 and March 21, 2019 in the Macon Beacon newspaper. Proof of publication is required and should be sent to City of Macon.