

REQUEST FOR PROPOSALS

The Town of Artesia, Mississippi will accept sealed proposals from qualified firms and individuals interested in providing engineering services for a proposed infrastructure improvements project for construction of improvements to the municipal sewer system. The work will be constructed with funding from the Mississippi Community Development Block Grant Program.

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 Town of Artesia 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 Artesia. 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 Town of Artesia 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, April 30, 2024 to the Town of Artesia, Office of the Town Clerk or to P.O. Box 277, Artesia, Mississippi, 39736-0277. All proposals will be opened and read at the appointed time on. All proposals should be marked clearly as being a "Proposal for Engineering Services".

The Town of Artesia 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. Artesia, 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 Town of Artesia also encourages Section 3 eligible businesses to submit proposals. 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 Artesia and its contractors that participate in the above referenced program give opportunities for job training and employment to lower income residents of Artesia, Mississippi. Section 3 also requires that

contracts for work in connection with the Section 3 area be awarded to Section 3 eligible business concerns.

Publish one (1) time for two consecutive weeks as a legal advertisement on April 5, 2024 and April 12, 2024 in the *Columbus Commercial Dispatch* newspaper. Proof of publication is required. Billing should be made to the Town of Artesia.