



NORTHEAST MISSISSIPPI PLANNING & DEVELOPMENT DISTRICT

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March 01, 2018

Mississippi Development Authority
P O Box 849
Jackson, Ms. 39205-0849

Re; Town of Burnsville/CDBG/Public Facility/Water Improvements
Engineering Proposals

Dear Sirs:

Enclosed is a copy of the request for engineering proposals for a Public Water Infrastructure improvement project. This project is in connection with a Community Development Block Grant project for The Town of Burnsville, MS.

Contact me with any questions or concerns.

Sincerely,

Wanda Christian
Economic Development Coordinator

Enclosures

REQUEST FOR PROPOSALS TO PROVIDE ENGINEERING SERVICES

The Town of Burnsville, MS requests proposals from qualified firms or individuals to provide engineering services for work related to the application and implementation of approved FY2018 CDBG projects.

Interested parties are invited to submit a proposal in accordance with this request to David Nixon, Mayor, Town of Burnsville, 38 Gross Street (P.O. Box 308), Burnsville, MS 38833, not later than 4:00 p.m. on March 21, 2018. Proposals must be submitted in a sealed envelope and marked on the outside as "Proposal for Engineering Services/FY 2018 CDBG".

The Engineer will be responsible for preparing project cost estimates for the 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 for project including all services required for design and engineering phases of project including preliminary, environmental, and final design.
- 2) Construct and distribute bid packets (insuring that all Federal and State requirements are met in contract preparation).
- 3) Assist in bid opening and prepare bid tabulation
- 4) Assist in the execution of construction contracts
- 5) Conduct pre-construction conference with contractor, and staff representatives, documenting files with minutes of meeting.
- 6) Conduct work in-progress inspections giving periodic reports to the Town and approving any and all partial payment requests.
- 7) Provide all services necessary for execution of the project including consultations, surveys, soil investigations, supervision, travel, "as built" or record drawings, rights of way assistance, testing, construction engineering and incidental costs.

The Town of Burnsville is an Equal Opportunity Employer. The Town encourages Minority-owned Businesses (MBEs) and Women-owned Businesses (WBEs) to submit proposals. The Town 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 and its contractors that participate in the above referenced Program give opportunities for job training and employment to lower income residents of Town of Burnsville. Section 3 also requires that contracts for work in connection with the Section 3 area be awarded to Section 3 eligible business concerns.

Proposals will be evaluated on the following factors:

- 1) Qualifications- List of qualifications of each staff person assigned to project. (40 points)
- 2) Experience- Information regarding the experience and the projects previously undertaken, including the type and amount of grants awarded, the projects activities, and the status of the projects. (40 points)
- 3) Capacity for Performance-Identify the number and title of staff available to be assigned to provide services. (20 points)

All proposals will be rated on the above system to determine the best offeror.

Proposals will be reviewed by the Mayor and Board of Aldermen. Using the above selection criteria the Board will assign points to each criteria based on the content of the proposal. The Town may hold proposals for a period not to exceed thirty (30) days for the purpose of reviewing the content of the proposals and investigating the qualifications of the firms and assigned individuals. The Town reserves the right to reject any or all proposals.

Subject to CDBG awards and removal of all environmental conditions, the Town will award a contract with the qualified individual of firm whose proposal has the highest number of cumulative points issued by the Mayor and Board of Aldermen and determined to be the most advantageous to the Town, price and other factors considered. The contract shall 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 has the authority to terminate the selection at any time.

David Nixon, Mayor