**REQUEST FOR PROPOSALS FOR ENGINEERING SERVICES**

The Town of Glendora, Mississippi requests proposals from qualified firms or individuals to provide engineering services for work related to the application and possible implementation of a FY 2018 CDBG project. You are invited to submit a proposal, in accordance with this request, to the Office of the Town Clerk; Town of Glendora; 78 Westbrooks Road; Post Office Box 90; Glendora, MS 38928 no later than 4:00 p.m. on Tuesday, March 20, 2018.

The Engineer will be responsible for performing all engineering services concerning application for funding, then if funded, 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 a Preliminary Engineering Report and assist with preparation of a water viability report (if applicable) 2) prepare plans and specifications, 3) distribute bid documents, 4) assist in bid opening and prepare bid tabulation, 5) assist in the execution of construction contracts, 6) hold pre-construction conference, and 7) perform construction inspection including periodic reports to the Town of Glendora and approve all payment requests.

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

One (1) original and six (6) copies must be submitted in a sealed envelope and marked with the following language: “Proposal for CDBG Engineering Services.” Proposals 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 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 of Glendora may hold proposals for a period of 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 all proposals.

Subject to CDBG funding and the removal of all environmental conditions, the Town of Glendora will award a contract with the qualified individual or firm whose proposal has the highest number of cumulative points issued by the Town of Glendora Board of Aldermen and determined to be the most advantageous to the Town of Glendora, price and other factors considered. The contract will include scope and extent of work and other essential requirements. An individual contract will be executed for each funded project, and the contract will be on a fixed price basis. The Town of Glendora has the authority to terminate the selection at any time.