

## **REQUEST FOR PROPOSALS FOR ENGINEERING SERVICES**

The Town of Webb, Mississippi requests proposals from qualified firms or individuals to provide engineering services for work related to the application and possible implementation of a FY 2019 CDBG project. You are invited to submit a proposal, in accordance with this request, to the Office of the Town Clerk; Town of Webb; 159 S. Laura Street; Post Office Box 677; Webb, MS 38966, no later than 4:00 p.m. on Tuesday, March 19, 2019.

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 due to the town by April 15<sup>th</sup>, 2019 and assist with preparation of a water viability report (if applicable, due to Mississippi Development Authority by March 29, 2019), 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, 7) submit monthly progress reports if the project is approved, and 8) perform construction inspection and approve all payment requests.

The Town of Webb is an Equal Opportunity Employer. The Town of Webb encourages Minority-owned Business Enterprises (MBEs) and Woman-owned Business Enterprises (WBEs) to submit proposals. The Town of Webb 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 Webb 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 Webb 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 Webb will award a contract with the qualified individual or firm whose proposal has the highest number of cumulative points issued by the Town of Webb Board of Aldermen and determined to be the most advantageous to the Town of Webb, 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 Webb has the authority to terminate the selection at any time.

## **PROPOSAL INFORMATION TO ENGINEER TO PROVIDE SERVICES FOR THE TOWN OF WEBB CDBG PF 2019 PROJECT**

The Engineer shall perform all the necessary engineering services to properly carry-out the activities related to the project, in accordance with State and HUD prescribed rules, regulations, policies, and State law. The project includes rehabilitating the water/sewer system for the Town of Webb.

- A. Prepare a Preliminary Engineering Report (PER) to the town by April 15, 2019 and Assist with preparation of a water viability report (if applicable, due to Mississippi Development Authority by March 29, 2019).
- B. Prepare plans and specifications for project.
- C. Construct and distribute bid packets (ensuring that all Federal and State requirements are met).
- D. Assist in bid opening and prepare bid tabulation.
- E. Request contractor eligibility clearance from the State.
- F. Send notification of contract award to the State.
- G. Conduct pre-construction conference with contractor and staff representatives, documenting files with minutes of meeting.
- H. Submit monthly progress reports if the project is approved.
- I. Conduct employee on-site interviews during construction.
- J. Conduct work-in-progress inspections giving periodic reports to the Town of Como and reviewing/approving any and all partial payment requests.

The contract will be on a fixed price basis.

Those desiring consideration should submit 1 Original and 6 Copies of your proposal by 4:00 p.m. local time on Thursday, March 19, 2019 and must include the following:

- 1. Qualifications – List of qualifications of each staff person to be assigned to project.
- 2. Experience – Information regarding the experience of the firm. This information should include types of project activities previously undertaken.
- 3. Capacity for Performance – Identify the number and title of staff available to be assigned to provide services.

All proposals will be rated on the following system to determine the best offeror: Qualifications – 40, Experience – 40, Capacity – 20 Total: 100 points.

The Mayor and Board of Aldermen reserve the right to reject any and all proposals and to waive any irregularities in the proposals or the submission process.

The selected firm will abide by the Federal Housing and Urban Development's Section 3 Regulations (24 CFR 135)