**REQUEST FOR PROPOSALS**

**TO PROVIDE PROFESSIONAL SERVICES**

The Town of Tutwiler, Mississippi is issuing a Request for Proposals to provide Professional Services for preliminary engineering in application for funding assistance, and if funded, plans & specifications and construction services.

Qualified entities are invited to submit proposals, in accordance with this request, to the Town of Tutwiler at 201 Tallahatchie Street; Post Office Box 176; Tutwiler, MS 38963, not later than 4:00 p.m. local time on Monday, March 2, 2020. The proposals will be opened and reviewed by the Board of Aldermen at its next regularly scheduled meeting.

The contract will be awarded to the responsible offeror whose proposal is within the competitive range and determined to be the most advantageous to the project. For factors to be considered and to request an INFO TO PROPOSER SHEET, please contact the Town Clerk, Alma Harris at (662) 345-8321 OR Granville Sherman, Project Administrator at (662) 561-4113 or by fax at (662) 561-4112.

Those desiring consideration should submit 1 original proposal and 7 copies by 4:00 p.m. local time on Monday, March 2, 2020 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 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, to Total: 100 points.

The Town of Tutwiler is an Equal Opportunity Employer. The town encourages Minority-owned Business Enterprises (MBEs) and Woman-owned Business Enterprises (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 of Tutwiler 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.

Subject to funding award(s) and the removal of all environmental conditions, the Town of Tutwiler, Mississippi will award the applicable contract to the qualified individual or firm whose proposal has the highest number of cumulative points and determined to be the most advantageous to the town, all factors considered. The contract will include scope and extent of work and other essential requirements. The Town of Tutwiler, Mississippi reserves the right to reject any and all proposals and to waive any irregularities in the proposals or the submission process.

***Run Date: Thursday, February 13 & February 20, 2020***