NORTH DELTA PLANNING AND DEVELOPMENT DISTRICT, INC.
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EXECUTIVE DIRECTOR

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JAMES B. SOWELL
PRESIDENT

VERNICE AVANT
VICE PRESIDENT

MEMORANDUM

TO: Minority-Owned/Women-Owned Business Enterprises

FROM: Granville Sherman

DATE: February 14, 2020

SUBJECT: Town of Tunica, MS CDBG Professional Engineering Services Request For Proposals

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As in accordance with federal policy requirements pertaining to the promotion of minority business enterprises participation as set forth in Public Law 95-507 and Executive Orders 11625, 12138, and 12432, North Delta Planning & Development District, Inc. is enclosing notices regarding the Town of Tunica, MS 2020 CDBG PF Project in hopes of soliciting your participation.

Enclosure(s)

REQUEST FOR PROPOSALS
TO PROVIDE PROFESSIONAL SERVICES

The Town of Tunica, 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 Tunica at 909 River Road; Post Office Box 395; Tunica, MS 38676, not later than 4:00 p.m. local time on Tuesday, March 3, 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, Rodrick Monroe at (662) 337-4579 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 Tuesday March 3, 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 Tunica 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 Tunica 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 Tunica, 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 Tunica, Mississippi reserves the right to reject any and all proposals and to waive any irregularities in the proposals or the submission process.

Run Date: Friday, February 14 & February 21, 2020

INFORMATION TO PROPOSER'S SHEET
TOWN OF TUNICA, MS CDBG PUBLIC FACILITIES PROJECT

Professional Engineering Services

The contract will be awarded to the responsible firm whose proposal is within the competitive range and determined to be the most advantageous to the town, all factors considered. The factors to be considered in evaluation of proposals and their relative importance are set forth (below in Instructions to Proposer).

The Engineering Firm selected shall perform all the necessary activities to complete an application for Community Development Block Grant application including, but not limited to: Water Viability Determinations (if applicable); Preliminary Engineering Report; Cost Estimates; CDBG Application Appendices.

The Engineering Firm selected will also be selected as the project engineer for the completion of the construction portion of the project, if awarded grant funding.

Instructions to Proposer

Those desiring consideration should submit proposals (7 sets) by the time and date in the enclosed notice and must include the following:

1. Qualifications - List of qualifications of each staff person(s) to be assigned to the project.
2. Experience - Information regarding the experience of the firm. The Information should include projects requiring same or similar services undertaken.
3. Capacity of 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 firm:

Description and Maximum Points: Qualifications - 40, Experience - 40, Capacity - 20, Total - 100 Points.

Qualified entities are invited to submit proposals, in accordance with this request, to the Town of Tunica at 909 River Road; Post Office Box 395; Tunica, MS 38676, not later than 4:00 p.m. local time on Tuesday, March 3, 2020. The proposals will be opened and reviewed by the Board of Aldermen at its next regularly scheduled meeting.

After review, the board's recommendation will be presented at a regularly scheduled meeting. A written contract will be awarded to the firm whose proposal is within the competitive range and determined by the board to be the most advantageous to the town. The contract will include scope and extent of work and other essential requirements.

No proposal may be withdrawn for a period of sixty (60) days following its submission. The board reserves the right to reject any and all proposals, and to waive any irregularities in the proposals or the submission process.