**REQUEST FOR PROPOSALS**

**TO PROVIDE PROFESSIONAL SERVICES**

The Town of Sardis, Mississippi is issuing a Request for Proposals to provide Professional Services for planning and market research related to a Sardis Lake development application for funding assistance, and if funded, prepare a package including: Market Analysis, Financial/Feasibility Analysis, and a Master Plan.

Qualified architectural, engineering, and economic development firms are invited to submit proposals, in accordance with this request, to the Town of Sardis, Mississippi, 114 West Lee Street; P O Box 306; Sardis, MS 38666 not later than 4:00 p.m. local time on Friday, August 21st , 2020. The proposals will be opened and reviewed by the Board of Aldermen at its next available board meeting in the Town of Sardis Board Room.

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 Sardis Town Clerk, Angela Edwards at (662) 487-2371 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 Friday, August 21st , 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.

Subject to funding award(s) and the removal of all environmental conditions, the Town of Sardis will award the applicable contract to the qualified individual or firm whose proposal has the highest number of cumulative points issued by the selection committee 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 Sardis reserves the right to reject any and all proposals and to waive any irregularities in the proposals or the submission process.

***Run Date: Wednesday August 5, 2020 & August 12, 2020***