REQUEST FOR QUALIFICATIONS FOR ARCHAEOLOGICAL SURVEY SERVICES

Tallahatchie County requests proposals from qualified firms or individuals to provide Archaeological Survey services for work related to the implementation of an approved FEMA/MEMA Project. You are invited to submit a proposal, in accordance with this request, to the Office of the Tallahatchie County Administrator; 1 Court Square; Charleston, MS 38921 no later than 4 p.m. on December 16, 2022

The selected firm will be responsible for providing all Archaeological Survey services 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) perform construction inspection and monitor all ground disturbing activities; 2) communicating between a contractor, engineering firm, and FEMA/MEMA; 3) reporting of any archaeological features uncovered or discovered in the work area to MDAH and the FEMA EHP; 4) reporting on the project, including periodic reports to Tallahatchie County and approve all payment requests.

Tallahatchie County is an Equal Opportunity Employer. Tallahatchie County encourages Minority-owned Business Enterprises (MBEs) and Woman-owned Business Enterprises (WBEs) to submit proposals.

One (1) original and six (6) copies of the proposals must be submitted in a sealed envelope and marked with the following language: “Proposal for FEMA 4538-2 Archaeological Survey 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.

Tallahatchie County Board of Supervisors will meet to evaluate each proposal. Tallahatchie County 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. Tallahatchie County reserves the right to reject any and/or all proposals.

Tallahatchie County will award a contract with the qualified individual or firm whose proposal has the highest number of cumulative points issued by the board and determined to be the most advantageous to Tallahatchie County, 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 awarded project, and the contract will be on a fixed price basis. Tallahatchie County has the authority to waive any irregularities and may terminate the selection at any time.