REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES

The Town of Sumner requests proposals from qualified firms or individuals to provide engineering or architectural services for work related to the construction of a new Police Department Building. You are invited to submit a proposal, in accordance with this request, to the Office of the Town Clerk, Town of Sumner; 507 Walnut Street; P O Box 397; Sumner, MS 38957, no later than 4 p.m. on April 19, 2024

The Engineer or Architect will be responsible will provide all design and construction oversight services through project closeout in accordance with state and local laws, regulations and policies. The scope of work includes but is not limited to the following: 1) prepare plans and specifications, 2) distribute bid documents, 3) assist in bid opening and prepare bid tabulation, 4) assist in the execution of construction contracts, 5) hold pre-construction conference, and 6) perform construction inspection including periodic reports to the Town of Sumner and approve all payment requests. A timeline of required activities is available upon request.

The Town of Sumner is an Equal Opportunity Employer. The Town of Sumner 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: “Professional Proposal for Police Department Project.” 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 Governing Board of the Town of Sumner will meet to evaluate each proposal. The Town of Sumner 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 of Sumner reserves the right to reject any and/or all proposals or waive any irregularities.

Subject to award(s) the Town of Sumner 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 the Town of Sumner, 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. The Town of Sumner has the authority to terminate the selection at any time.