

## **REQUEST FOR PROPOSAL TO PROVIDE ENGINEERING / ARCHITECTURAL SERVICES**

The Neshoba County Board of Supervisors requests proposals from qualified firms or individuals to provide engineering / architectural services for work related to the implementation of Neshoba County, Mississippi's Community Development Block Grant (CDBG) Building Improvement Project(s). You are invited to submit six (6) copies of the proposal, in accordance with this request, to Guy Nowell, Chancery Clerk, Neshoba County Board of Supervisors, 401 Beacon Street, Suite 107, Philadelphia, Mississippi 39350, not later than 9:00 A.M. local time on March 22, 2018.

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 County, price and other factors considered. The factors to be considered in evaluation of proposals and their relative importance are set forth herein in Instructions to Bidder.

The Contractor will be responsible for preparing project cost estimates for application preparation and if awarded, the selected Contractor will provide all engineering / architectural services through project closeout to properly facilitate all the activities in the project(s) in accordance with federal, State, local and CDBG prescribed rules, regulations, policies and laws. In addition to preparing said project cost estimates the scope of work for the project(s) includes but is not limited to the following: 1. Prepare plans and specifications for the project; 2. Prepare and distribute bid documents (insuring that all Federal and State requirements are met in contract preparation); 3. Assist in bid opening and bid tabulation; 4. Assist in execution of construction contracts; 5. Conduct pre-construction conference with contractor and staff representatives, documenting files with minutes of meeting; and, 6. Conduct work-in-progress inspections including giving periodic reports to the County and approving all payment requests.

**INSTRUCTIONS TO BIDDER:** The contract will be on a fixed price basis. Those desiring consideration should submit proposals by the date and time to the address stated above in a sealed envelope and marked with the following language: "Proposal for CDBG Engineering Services." Proposals 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 and the projects previously undertaken, including the types and amounts of grants awarded (if applicable), the project activities and the status of the projects; and 3. Capacity for Performance - Identify the number and title of staff available to be assigned to provide services.

All proposals will be evaluated on the following factors to determine the best offeror: (Description and Maximum Points) Qualifications - 40 Points; Experience - 40 Points; and, Capacity for Performance - 20 Points. Maximum total is 100 points.

Proposals will be reviewed by the Selection Committee using the above selection criteria. Each member of the Committee will assign points to each criteria based on the content of the proposal. Negotiations will be conducted to determine a mutually satisfactory contract first with the firm receiving the highest accumulated points, as rated by the Committee. If a mutually satisfactory contract cannot be negotiated with the firm, the firm will be requested to submit a best and final offer, in writing; and, if a contract cannot be reached after this best and final offer, negotiations with that firm will be terminated and negotiations will be initiated with the subsequently listed firm in order of rating. This procedure will be continued until a mutually satisfactory contract has been negotiated. In addition to reaching a fair and reasonable price for the required work, the objective of negotiations will be to reach an agreement on the provisions of the proposed contract including scope and extent of work and other essential requirements.

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

### **Section 3 Notice**

Section 3 of the Housing and Urban Development Act of 1968 requires that the County and contractors participating in CDBG projects give opportunities for job training and employment to lower income residents of the Section 3 area that is described as Neshoba County, Mississippi. Section 3 also requires that "to the maximum extent feasible" contracts for work in connection with Section 3 covered projects be awarded to business concerns that are located in or owned in substantial part by persons residing in the Section 3 area.

Neshoba County reserves the right to reject any and all proposals. Neshoba County is an Equal Opportunity Employer, M/F/H.

Published by Order of the Board of Supervisors of Neshoba County, Mississippi on the 20<sup>th</sup> day of February 2018.

/s/ Guy Nowell  
GUY NOWELL, CLERK  
BOARD OF SUPERVISORS  
NESHOPA COUNTY, MISSISSIPPI

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