REQUEST FOR QUALIFICATIONS TO PROVIDE ENGINEERING SERVICES

The Town of Taylorsville requests qualifications from qualified firms or individuals to provide engineering services for work related to the proposed applications for, and subsequent implementation of, U.S. Department of Commerce Economic Development Administration (EDA)/Delta Regional Authority (DRA) projects. You are invited to submit eight (8) copies of qualifications in accordance with this request, to the Taylorsville Town Clerk’s Office, 202 Eureka Street/P. O. Box 358, Taylorsville, MS 39168, no later than 2 p.m., on April 3, 2019.

The Engineer will be responsible for preparing project cost estimates for applications preparation and, if awarded, the selected Engineer will provide all engineering services through projects 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) 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 and approve all payment requests.

The Town of Taylorsville is an Equal Opportunity Employer. The Town encourages Minority-owned Business Enterprises (MBEs) and Women-owned Business Enterprises (WBEs) to submit qualifications.

All submissions must be submitted in a sealed envelope and marked with the following language: “Qualifications for Engineering Services/EDA/DRA”. Submissions 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 qualifications of persons assigned to the project;

Experience – Information regarding the firm’s experience and the projects previously undertaken, including the type and amount of grants awarded, the project activities, and the status of the projects;

Capacity for Performance – Identify the number and title of staff assigned to provide services.

The Town will designate a selection committee to evaluate each submission. The selection committee may hold submissions for a period to not exceed sixty (60) days for the purpose of reviewing the content of the submissions and investigating the qualifications of the firms and assigned individuals. The Town reserves the right to reject any and/or all submissions.

Subject to EDA/DRA award(s) and the removal of all environmental conditions, the Town will award a contract with the qualified individual or firm whose submission has the highest number of cumulative points issued by the selection committee and determined to be the most advantageous to the Town, 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 has the authority to terminate the selection at any time.