REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES

The Town of Potts Camp, MS requests proposals from qualified firms or individuals to provide Engineering Services for work related to the implementation of American Rescue Plan Act funds. You are invited to submit one original proposal and 6 copies, in accordance with this request to the Potts Camp Board of Aldermen, Potts Camp Town Hall, 17 S Center St., Potts Camp MS 38659 no later than 2:00 p.m. on January 3, 2023.

The Engineer will be responsible for preparing project cost estimates, providing all engineering services through project close out 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 county and approve all payment requests.

The Town of Potts Camp, MS is an Equal Opportunity Employer. The Town of Potts Camp, MS encourages Minority-owned Business Enterprises (MBEs) and Woman-owned Enterprises (WBEs) to submit proposals.

All proposals must be submitted consisting of 1 original and 6 copies, in a sealed envelope and marked with the following language: Proposal for ARPA Engineering Services. Proposal 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 project activities and the status of the projects;
* Capacity for Performance – Identify the number and title of staff assigned to provide services.

The Town of Potts Camp, MS will evaluate each proposal by committee. The selection committee 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 Potts Camp, MS reserves the right to reject any and/or all proposals.

Subject to the removal of all applicable conditions consistent with American Rescue Plan Act, The Town of Potts Camp, MS will award a 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 of Potts Camp, MS, price and other factors considered. The contract will include scope and extent of work and other essential requirements. The contract will be on a fixed price basis. The Town of Potts Camp, MS has the authority to terminate the selection at any time.

Angela Williams, Mayor

Advertisement Dates:

December 15, 2022 & December 22, 2022