

REQUEST FOR PROPOSALS
Pickens, Mississippi
2016 HOME Program
Legal, Environmental Specialist
And Land Surveying Services

Town of Pickens, Mississippi, will accept sealed proposals from qualified firms to provide **Legal, Asbestos/Lead-Based Paint Inspection and Surveyor** services for the town's 2016 Home Investment Act Partnerships Program (HOME) Grant Project (1228-M16-SG-280-298), which will reconstruct three (3) homes, replace one (1) mobile home and rehab two (2) homes within the town.

The selected offerors must have proven ability to effectively implement the roles and responsibilities related to the HOME Program.

1. LEGAL

Consultation services as required for the implementation of the proposed improvement in accordance with State and HUD prescribed rules, Federal regulation, policies, and State law. Title opinions will also be required and will be priced on a per parcel or unit basis.

2. ASBESTOS / LEAD-BASED PAINT INSPECTOR

The Asbestos Inspector will perform inspections prior to rehabilitation of units to determine presence and treatment of materials containing asbestos and/or lead paint. The offeror providing this service must be certified by the Department of Environmental Quality (DEQ) and a valid DEQ Certification Number must appear on the outside of the proposal submitted. The contract for these services will be on a per unit basis.

3. SURVEYOR (LAND/PARCEL SURVEYING)

The land surveyor will conduct the necessary field inspections for locating, establishing or reestablishing the boundaries and/or corners of lots, tracts and/or parcels of real property in accordance with acceptable procedural techniques. The contract for these services will be on a per parcel basis.

Those desiring consideration should submit proposals by the time and date stated and 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. This information should include types of project activities undertaken.
3. Capacity for Performance - Identify the number and title of staff available to be assigned to provide services and capacity to perform the work within the time limitations.

4. Familiarity - Knowledge of the type of problems applicable to the project.

All proposals will be rated on the following system to determine the best proposal:
Description and Maximum Points: Qualifications - 30; Experience - 30; Capacity - 30;
Familiarity - 30; Total Maximum Points: 120 Points.

The selection committee will base their evaluation on the written responses. The award will be made to the most qualified offeror whose proposal is deemed most advantageous to the Town of Pickens, all factors considered.

Interested parties must submit their qualifications for consideration by Monday, May 20, 2019 at 4:00 p. m. Responses received after this time will not be considered. Proposals will be opened at 10:00 A.M. May 21, 2019 at the Town of Pickens Board of Aldermen meeting.

Responses should be sent to: Town of Pickens, ATTN: Felecia Edwards, Town Clerk, 2016 HOME Grant Professional Services, 163 North Second Street, Pickens, MS 39146.

We encourage all eligible Section 3 businesses to submit a proposal.

This solicitation is being offered in accordance with state requirements governing procurement of professional services. Accordingly, the Town of Pickens reserves the right to negotiate an agreement based on fair and reasonable compensation for the scope of work and services proposed, as well as the right to reject any and all responses deemed unqualified, unsatisfactory or inappropriate.

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INSTRUCTIONS TO NEWSPAPER:

1. Please publish one time in the legal section of the Holmes County Herald on May 2, 2019.
2. Send the invoice to: Town Clerk, 163 North Second Street, Pickens, MS 39146
3. Please send a Proof of Publication to: Chris Weathers, NCPDD, 28 Industrial Park Blvd., Winona, MS 38967.