

## **REQUEST FOR PROPOSALS**

The City of Greenwood, Mississippi will receive sealed proposals from qualified firms for professional services required in the application preparation, general administration and engineering, inspection of a 2023 CDBG Public Facility project to possibly be funded by the Mississippi Development Authority (MDA). These services are as follows:

**APPLICATION PREPARATION AND GENERAL ADMINISTRATION:** Prepare the 2023 CDBG Public Facility application to include all necessary forms, exhibits, reports and attachments as required by MDA, submit the application to MDA and if funded, assist the City during Grant Agreement execution, environmental review and approval, assist the City Clerk on financial management including bookkeeping, general program management including required reports, implementation of State and Federal guidelines, establish and maintain the filing system, assistance in implementation of the project work activities, liaison between the City and State and project closeout.

**ENGINEERING/INSPECTIONS:** Undertake all engineering, plans, specs, contract documents, surveying, testing and inspection services required for total project implementation. Also, verification of payroll forms, pay requests and representation of the City from start of construction until closeout will be required.

Proposals will be rated according to the following criteria: scope of services (15 points), qualifications and experience (40 points), performance capacity (20 points) and past CDBG work (25 points).

Proposals are requested in accordance with 24 CFR Part 85 “Common Rule” and all other applicable state and federal rules and regulations. The City reserves the right to reject any and all proposals, and to waive any irregularities in the proposal process. Contracts will be awarded to the qualified proposer whose proposal is determined to be the most advantageous to the City. Proposers must comply with Section 3 of the Housing and Urban Development (HUD) Act of 1968 which requires that recipients of certain HUD financial assistance, to the greatest extent feasible, provide job training, employment, and contracting opportunities for low- or very-low income residents in connection with projects and activities in their neighborhoods. The City supports the guidelines set out by the federal Fair Housing Act and the Americans with Disabilities Act.

Proposals must be sealed and labeled and must be delivered to the City of Greenwood, Attn: Mayor and City Council, City Hall, 101 West Church St., P.O. Box 907, Greenwood, MS 38930 on or before 2:00 P.M., Thursday, April 27, 2023. At this time the proposals will be opened and taken under advisement for grading by the Mayor and Board of Aldermen.