**REQUEST FOR PROPOSALS FOR ENGINEERING SERVICES**

The Tallahatchie County Board of Supervisors, Mississippi requests proposals from qualified firms or individuals to provide engineering services for work related to the application and implementation of a federal or state funded project. You are invited to submit a proposal, in accordance with this request, to the Office of the Tallahatchie County Administrator, 1 Court Square, Post Office Box 350, Charleston, Mississippi 38921 no later than 9:00 a.m. on Tuesday, May 29, 2018.

The Engineer will be responsible for performing all engineering services through project 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 Tallahatchie County and approve all payment requests.

Tallahatchie County is an Equal Opportunity Employer. Tallahatchie County encourages Minority-owned Business Enterprises (MBEs) and Woman-owned Business Enterprises (WBEs) to submit proposals. Tallahatchie County also encourages Section 3 eligible businesses to submit proposals. Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 17010) requires, to the greatest extent feasible, that Tallahatchie County and its contractors that participate in the above referenced Program give opportunities for job training and employment to lower incomes residents of the town. Section 3 also requires that contracts for work in connection with the Section 3 area be awarded to Section 3 eligible business concerns.

One (1) original and six (6) copies must be submitted in a sealed envelope and marked with the following language: “Proposal for CDBG Engineering Services.” Proposals 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 projects activities, and the status of the projects;

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

Proposals will be opened and rated by the Board of Supervisors. The board may hold proposals for a period 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 County reserves the right to reject any and all proposals.

Subject to federal and/or state award(s) and the removal of all environmental conditions, Tallahatchie County will award a contract with the qualified individual or firm whose proposal has the highest number of cumulative points issued by the board of supervisors and determined to be the most advantageous to Tallahatchie County, all 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. Tallahatchie County has the authority to terminate the selection at any time.

Run Dates: Thursday, May 10, 2018 and Thursday May 17, 2018