

**INFORMATION TO PROPOSER'S SHEET  
CITY OF CLARKSDALE CDBG PUBLIC FACILITIES PROJECT**

**Engineering Services**

The contract will be awarded to the responsible firm whose proposal is within the competitive range and determined to be the most advantageous to the City, all factors considered. The factors to be considered in evaluation of proposals and their relative importance are set forth (below in Instructions to Proposer).

The Engineer shall perform all the necessary engineering services to properly carry-out the activities in the project, in accordance with State and HUD prescribed rules, regulations, policies and State law. The Engineer will perform the following services:

- A. Prepare preliminary drawings, plans and specifications for project work for the City of Clarksdale.
- B. Construct and distribute bid packs insuring that all Federal and State requirements are met in contract preparation.
- C. Assist in bid opening and prepare bid tabulation.
- D. Request contractor eligibility clearance from the State.
- E. Send notification of contract award to the State.
- F. Conduct pre-construction conference with contractor and staff representatives, documenting files with minutes of meeting.
- G. Conduct employee on-site interviews during construction.
- H. Conduct work-in-progress inspections giving periodic reports to the City and approving any and all partial payment requests.

The selected engineer will have a lump sum contract.

**Instructions to Proposer**

Those desiring consideration should submit proposals (7 sets) by the time and date in the enclosed notice and must include the following:

- 1. Qualifications - List of qualifications of each staff person(s) to be assigned to the project.
- 2. Experience - Information regarding the experience of the firm. The Information should include projects requiring same or similar services undertaken.
- 3. Capacity of Performance - Identify the number and title of staff available to be assigned to provide services.

All proposals will be rated on the following system to determine the best firm:

Description and Maximum Points: Qualifications - 40, Experience - 40, Capacity - 20, Total - 100 Points.

The proposals will be accepted by the City Of Clarksdale Clerk's Office, 121 Sunflower Avenue or by mail at Post Office Box 940, Clarksdale, MS 38614, until 2:00 p.m. on Monday, April 22nd, 2019. The proposal's outer package should be clearly marked, "CDBG Project Engineer Proposal." The proposals will be opened and reviewed by the Board of Mayor and Commissioners at its next regularly scheduled meeting. After review, the board's recommendation will be presented at the next regularly scheduled meeting. A written contract will be awarded to the firm whose proposal is within the competitive range and determined by the board to be the most advantageous to the City. The contract will include scope and extent of work and other essential requirements.

No proposal may be withdrawn for a period of sixty (60) days following its submission. The board reserves the right to reject any and all proposals, and to waive any irregularities in the proposals or the submission process.