

## **REQUEST FOR PROPOSALS FOR ENGINEERING/ARCHITECTURE SERVICES**

The Town of Friars Point, Mississippi requests proposals from qualified firms or individuals to provide engineering/architectural services for work related to the application and implementation of approved FY 2018 CDBG project. You are invited to submit a proposal, in accordance with this request, to the Office of the Town Clerk, Town of Friars Point, 700 2<sup>nd</sup> Street, Post Office Box 185, Friars Point, Mississippi 38631 no later than 4:30 p.m. on Wednesday, March 21, 2018.

The Engineer/Architect will be responsible for performing all engineering/architectural 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 the Town of Friars Point and approve all payment requests.

The Town of Friars Point is an Equal Opportunity Employer. The Town of Friars Point encourages Minority-owned Business Enterprises (MBEs) and Woman-owned Business Enterprises (WBEs) to submit proposals. The Town of Friars Point 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 the Town of Friars Point 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/ARCHITECTURE 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.

The Town of Friars Point will designate a selection committee to evaluate each proposal. 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 reserves the right to reject and and/or all proposals.

Subject to CDBG award(s) and the removal of all environmental conditions, the Town of Friars Point will award a contract with 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 Friars Point, price and other 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, and the contract will be on a fixed price basis. The Town of Friars Point has the authority to terminate the selection at any time.

Run Dates: Wednesday, February 28, 2018 and Wednesday, March 7, 2018