

LEGAL NOTICE
HAZLEHURST, MISSISSIPPI
REQUEST FOR PROPOSALS

This is a Request for Proposals for qualified firms or individuals to provide Engineering Services for the City of Hazlehurst's proposed 2020 CDBG Public Facility Grant project.

You are invited to submit a proposal, in accordance with this request, to the City of Hazlehurst, 209 S. Extension Street, Hazlehurst, Mississippi 39083-0549, no later than 5:00 p.m. local time on March 3, 2020.

The contracts will be awarded contingent upon funding to the responsible offerors whose proposal is within the competitive range and determined to be the most advantageous to the City, price and other factors considered. The factors to be considered in evaluation of proposals and their relative importance are set forth below:

ENGINEER: The Contractor shall perform all the necessary engineering services to properly carryout the activities in the project in accordance with State and HUD prescribed rules, regulations, policies, and State law. The project includes the following activities:

- A. Prepare a preliminary engineering/architect report and certified cost estimate for a 2020 CDBG Public Facilities application.
- B. Prepare plans and specifications for project.
- C. Construct and distribute bid packets (insuring that all Federal and State requirements are met in contract preparation).
- D. Assist in bid opening and prepare bid tabulation.
- E. Request contractor eligibility clearance from the State.
- F. Send notification of contract award to the State.
- G. Conduct pre-construction conference with contractor and staff representatives, documenting files with minutes of meeting.
- H. Conduct employee on-site interviews during construction.
- I. Conduct work-in-progress inspections giving periodic reports to the City and approving any and all partial payment requests.

The contract will be on a fixed price basis.

All proposals must be submitted in a sealed envelope and marked with the following language: "Proposal for CDBG Engineering Services." Those desiring consideration should submit proposals by the time and date stated above 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 should include types of projects undertaken.
3. Capacity for Performance - Identify the title of staff available to be assigned to provide services.

All proposals will be rated on the following system to determine the best offeror:
Description and maximum points: Qualifications - 40; Experience - 40; Capacity - 20; Total 100 points.

Proposals will be reviewed by the selection committee using the above selection criteria. A written contract will be awarded to the firm whose proposal is within the competitive range and determined by the committee to be the most advantageous to the City, price and other factors considered. The contract will include scope and extent of work and other essential requirements.

The City of Hazlehurst reserves the right to reject any and all proposals.

This contract is covered under Section 3. Therefore, Section 3 Business Concerns are solicited to respond to this request.