**REQUEST FOR PROPOSALS FOR ENGINEERING SERVICES**

The City of Houston requests proposals from qualified firms or individuals to provide engineering services for work related to an application for an infrastructure project with potential funding from the Appalachian Regional Commission (ARC). This Request for Proposal includes the preparation of a preliminary cost estimate to be used in the application and project engineering services if the project is awarded. You are invited to submit a proposal, in accordance with this request to the City of Houston, City Clerk, 120 West Madison Street, Post Office Box 548, Houston, Mississippi 38851, no later than 4:30 p.m. on January 25, 2019.

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 the following: 1) prepare preliminary cost estimate and preliminary engineering report ; and if grant is awarded 2) prepare plans and specifications, 3) distribute bid documents, 4) assist in bid opening and prepare bid tabulation, 5) assist in the execution of construction contracts, 6) hold preconstruction conference, and 7) perform construction inspection including periodic reports to the City of Houston and approve all payment requests.

The City of Houston is an Equal Opportunity Employer. The City of Houston encourages Minority owned Business Enterprises (MBEs) and Woman owned Business Enterprises (WBEs) to submit proposals.

All proposals must be submitted in a sealed envelope and marked with the following language: “Proposal for ARC 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 person 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 projects;

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

The City of Houston will evaluate each proposal. They 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 City of Houston reserves the right to reject and/or all proposals.

Subject to ARC award(s) the removal of all environmental conditions, The City of Houston 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 City of Houston, 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 the awarded project and the contract will be on a fixed price basis. City of Houston has the authority to terminate the selection at any time.



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**Please publish as a legal ad on Wednesday, January 9, 2019 and Wednesday, January 16, 2019.**

**Note: Please send certified proofs of publication to:**

**Bonnie Childs**

**Three Rivers PDD**

**Post Office Box 690**

**Pontotoc, Mississippi 38863**

**City of Houston**

**Attn: Lisa Easley, Clerk**

**Post Office Box 548**

**Houston, Mississippi 38851**

**Bill to: City of Houston**