

REQUEST FOR PROPOSALS FOR ENGINEERING SERVICES

City of New Albany requests proposals from qualified firms or individuals to provide engineering services for work related to an infrastructure project with potential funding from: the HUD–Community Development Block Grant, Appalachian Regional Commission, U.S. Economic Development Administration, and/or other federal funding agencies for building renovation, site work, and related public infrastructure items. 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 City of New Albany, Post Office Box 56, or 101 West Bankhead Street, New Albany, Mississippi 38652, **no later than 4:30 p.m. on September 8, 2020.**

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 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 City of New Albany and approve all payment requests.

City of New Albany is an Equal Opportunity Employer. The City encourages Minority owned Business Enterprises (MBEs) and Woman owned Business Enterprises (WBEs) to submit proposals. The City 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 City and its contractors that participate in the above referenced Program give opportunities for job training and employment to lower income residents of City of New Albany. Section 3 also requires that contracts for work in connection with the Section 3 area be awarded to Section 3 eligible business concerns.

All proposals must be submitted in a sealed envelope and marked with the following language: “Proposal for CDBG/ARC/EDA Engineering Services.” Proposals will be evaluated on the following factors: Qualifications, (40 points), Experience (20 points), Capacity/Capability (10 points), Approach (10 points), Success (10 points), and Past Performance (10 points). To be evaluated properly, the following must be addressed in detail:

Qualifications – List the professional qualifications of the firm and the individuals assigned to perform the work.

Experience – Define the specialized experience and technical competence of the firm and individuals in the type of work described.

Capacity and Capability – Outline the capacity and capability of the firm to perform the services.

Approach – Describe the method of approach demonstrating the firms understand of the project, risks, challenges, and strategy that will be employed to complete the project on time and under budget.

Success – Explain successes on similar projects.

Past Performance – Recount past performances on contracts in terms of cost control, quality, and schedule.

City of New Albany will evaluate each proposal. The City 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 City reserves the right to reject any and/or all proposals.

Subject to grant award and the removal of all environmental conditions, City of New Albany 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, 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 New Albany has the authority to terminate the selection at any time.



Please publish on Wednesday, August 19 and Wednesday, August 26, 2020.

Note: Please send certified proofs of publication to:

**Bonnie Childs
Three Rivers PDD
Post Office Box 690
Pontotoc, Mississippi 38863**

**Union County
Attn: Annette Hickey
Post Office Box 847
New Albany, Mississippi 38652**

Bill to: Union County