

WALNUT GROVE, MISSISSIPPI REQUEST FOR PROPOSALS

The Town of Walnut Grove will accept sealed proposals from qualified firms for professional services required for application preparation and subsequent implementation and administration of their **Community Development Block Grant Economic Development Building Rehabilitation Project Program**.

The Town is seeking funding from the Community Development Block Grant (CDBG) Economic Development Program. A Project Administrator and Project Architect will be selected to oversee this project.

Information packages concerning the request for proposals are available at Town Hall, 139 Main Street, between the hours of 8:00 AM and 4:00 PM, Tuesday through Friday.

The services required for this project are:

ADMINISTRATIVE: Assist the Town and its agents in the application preparation and subsequent program administration including management accounting, required reports to HUD and the State, implementation of applicable State and Federal laws, regulations and requirements, establishment and maintenance of filing system; and serve as liaison between the Town and the State. Firms or individuals proposing to perform administration services should submit a list of their qualifications, experience, and capacity for performance.

ARCHITECT: Prepare cost estimate for grant application; Architectural design for construction of the proposed improvements including: all design surveys, preliminary design work, and final design phase, preparation of plans and specifications, and construction inspection. Firms or individuals should submit a list of their experience, qualifications, and capacity for performance.

Proposals for this project will be rated according to the following criteria:

1. **EXPERIENCE** with similar Community Development Block Grant Economic Development projects;
2. **QUALIFICATIONS**, knowledge, and technical expertise in this and similar projects; and
3. **CAPACITY FOR PERFORMANCE** to perform required services in a timely manner, given current workload, and staff.

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 are being requested in accordance with OMB Circular A-102, Attachment O, Paragraph 11C, “Competitive Negotiations”. Contracts will be awarded to the qualified bidders whose proposal is determined to be most advantageous to the Town, cost and other factors considered. The Mayor and Board of Aldermen reserve the right to reject any and all proposals and to waive any irregularities or informalities in the proposal process. The Town is an equal opportunity employer.

Section 3

Section 3 of the Housing and Urban Development Act of 1968 requires that the Town and contractors participating in CDBG projects give opportunities for job training and employment to lower income residents of the Section 3 area that is described as the downtown area of the Town. Section 3 also requires that “to the maximum extent feasible” contracts for work in connection with Section 3 covered projects be awarded to business concerns that are located in or owned in substantial part by persons residing in the Section 3 area.

Proposals should be sealed and properly labeled as

**NAME OF FIRM OR INDIVIDUAL
COMMUNITY DEVELOPMENT BLOCK GRANT
ECONOMIC DEVELOPMENT PROGRAM
PROPOSAL FOR ADMINISTRATIVE OR ARCHITECTURAL SERVICES
(whichever is appropriate)**

and may be delivered or mailed to:

Mayor Brian Gomillion
Town of Walnut Grove
PO Box 69 – 139 Main St
Walnut Grove, MS 39189

by **2:00 P.M. on Tuesday, February 26, 2019** after which time they will be opened by the Selection Committee. The Selection Committee will then review each proposal and select a qualified firm or individual.

Publish One Time in Legal Section on

Thursday, February 14, 2019

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Send Invoice and Proof of Publication to:

**Mayor Brian Gomillion
Town of Walnut Grove
PO Box 69
Walnut Grove, MS 39189**