

## **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 administration and implementation of their 2020 Community Development Block Grant Public Facilities Senior Citizens Center Project.

The Town is seeking funding from the Community Development Block Grant (CDBG) 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 o'clock A.M. and 5 o'clock P.M., 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:** Architectural design for cost estimates and maps for project application, design construction of the proposed improvements including: all design surveys, preliminary design work, 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 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 Aldermen reserve the right to reject any and all proposals and to waive any irregularities or informalities in the proposal process.

The Town of Walnut Grove is an equal opportunity employer. The Town of Walnut Grove encourages all Minority Owned Business Enterprises (MBE) and Women-Owned Business Enterprises (WBEs) to submit proposals. The Town 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 and its contractors that participate in the above referenced Program give opportunities for job training and employment to lower incomes residents of Walnut Grove. Section 3 also requires that “to the maximum extent feasible” contracts for work in connection with the Section 3 area be awarded to Section 3 eligible business concerns.

Proposals should be sealed and properly labeled as

**NAME OF FIRM OR INDIVIDUAL**  
**2020 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**  
**PROPOSAL FOR ADMINISTRATIVE OR ARCHITECTURAL SERVICES**  
**(whichever is appropriate)**

and may be delivered or mailed to:

Town Clerk  
Town of Walnut Grove  
P.O. Box 69  
139 Main Street  
Walnut Grove, MS 39189

by 2:30 P.M. on Tuesday, November 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, November 7, 2019

Send Invoice and Proof of Publication to:

Town Clerk  
Town of Walnut Grove  
139 Main Street  
Walnut Grove, MS 39189