**REQUEST FOR PROPOSALS FOR ENGINEERING SERVICES**

The Town of Calhoun City requests proposals from qualified firms or individuals to provide engineering services for work related to a water well replacement project with potential funding from: the U.S. Economic Development Administration, Appalachian Regional Commission, and/or other federal funding agencies. 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 Town of Calhoun City, Attn: Mayor Amye Hill, PO Box E or 102 South Monroe Street, Calhoun City, Mississippi 38916, **no later than 4:30 p.m. on December 3, 2018**.

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 Town of Calhoun City and approve all payment requests.

The Town of Calhoun City is an Equal Opportunity Employer. The Town encourages Minority owned Business Enterprises (MBEs) and Woman 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 income residents of the Town of Calhoun City. 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 EDA/ARC 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 firm’s 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.

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

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



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