

## **REQUEST FOR PROPOSALS FOR ENGINEERING SERVICES**

The City of Tupelo requests proposals from qualified firms or individuals to provide engineering services for work related the HIVE INDUSTRIAL PARK SEWER project with potential funding from: the U.S. Economic Development Administration, Appalachian Regional Commission, HUD – Community Development Block Grant, and/or other federal funding agencies. This Request for Proposals 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 TUPELO, ATTENTION: TRACI DILLARD, 71 EAST TROY STREET, TUPELO, MS 38804, **no later than 10 a.m., LOCAL TIME, on Friday, the 29th day of May 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 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 Tupelo, and approve all payment requests.

The City of Tupelo is an Equal Opportunity Employer. The City of Tupelo encourages Minority owned Business Enterprises (MBEs) and Woman owned Business Enterprises (WBEs) to submit proposals. The City of Tupelo 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 of Tupelo and its contractors that participate in the above referenced Program give opportunities for job training and employment to lower income residents of the City of Tupelo. 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/CDBG HIVE 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 City of Tupelo 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 of Tupelo reserves the right to reject any and/or all proposals.

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



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