REQUEST FOR PROPOSALS FOR ENGINEERING SERVICES

The City of Saltillo requests proposals from qualified firms or individuals to provide engineering services for work related to an application for water and sewer infrastructure improvements with potential funding from: HUD - Community Development Block Grant, Appalachian Regional Commission, the United Stated Department of Agriculture 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 City of Saltillo no later than 9:00 a.m. on January 3, 2019 Saltillo City Hall at 395 Mobile Street, Saltillo, MS 38866.

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 the City of Saltillo Board of Aldermen and approve all payment requests.

The City of Saltillo is an Equal Opportunity Employer. The City of Saltillo encourages Minority-owned Business Enterprises (MBEs) and Woman-owned Business Enterprises (WBEs) to submit proposals. The City of Saltillo 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 Saltillo 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 Saltillo. 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 Engineering Services.” Proposals will be evaluated on the following factors: Qualifications, (40 points), Experience (40 points) and Capacity for Performance (20 points). To be evaluated properly, the following must be addressed in detail:

Qualifications – List of qualifications of person to be assigned to project;

Experience – Information regarding the firm’s experience and the projects previously undertaken, including the type and amount of grants awarded, the projects activities, and the status of projects;

Capacity for Performance – Identify the number and title of staff assigned to provide services.

The City of Saltillo will evaluate each proposal. They may hold proposals for a period of 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 Saltillo reserves the right to reject any/or all proposals.

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

December 7, 14, 2018.

**DO NOT PRINT INFORMATION BELOW LINE.**

**Please run as a legal ad in the Daily Journal on December 7, 2018 and December 14, 2018**

Send certified proofs of publication to: Jenny Savely, Three Rivers PDD, P. O. Box 690,

 Pontotoc, MS 38863

**and** to the: City of Saltillo

 395 Mobile Street.

 Saltillo, MS 39966

Send bill for legal ad to: City of Saltillo.

**Bid Bank Ad**