

City of Rolling Fork

P.O. Box 310

Rolling Fork, MS 39159

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Email: rolnfork@bellsouth.net

Mayor: Eldridge J. Walker

City Clerk: Sandra M. Nichols

Deputy Clerks: Katie Alexander

Aldermen: Mary Corban, LaDonna Sias &
Carolyn Washington

Aldermen: Charles Russell & Calvin Stewart

January 21, 2016

CERTIFIED MAIL
RETURN RECEIPT REQUESTED

MS Procurement Technical Assistance Program
Mississippi Development Authority
Minority/Small Business Division Development
P. O. Box 849
Jackson, MS 39205-0849

RE: Request for Proposals – City of Rolling Fork
2016 Community Development Block Grant Program

Dear Sir or Madam:

Enclosed please find a Request for Proposals for Administrative and Engineering Services for the above referenced project.

Sincerely,



Eldridge J. Walker, Mayor
City of Rolling Fork

Enclosure

**INFORMATION TO ADMINISTRATIVE CONSULTANTS
REQUEST FOR CONSULTING SERVICES**

The City of Rolling Fork, Mississippi is requesting proposals from qualified individuals or firms for preparation of its 2016 Community Development Block Grant (CDBG) application and subsequent administration funded through the CDBG Public Facilities Program. All services will be provided in accordance with applicable state and federal program rules and regulations under the Community Development Block Grant Program.

The project will involve, but not be limited to, application preparation and subsequent administrative services for the Administration of the City's 2016 Community Development Block Grant Public Facilities Program, if funded by the Community Service Division.

Said proposals will be received in the City Clerk's office, City of Rolling Fork, 130 Walnut Street, P. O. Box 310, Rolling Fork, MS 39159, until 10:00 A.M., Tuesday, February 2, 2016, after which time they will be opened by the Selection Committee.

The Consultant Selection Committee will then review each proposal and select a qualified individual or firm.

All proposals should be submitted in a sealed envelope clearly identified as follows:

**NAME OF CONSULTING FIRM OR INDIVIDUAL
2016 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
PROPOSAL FOR ADMINISTRATIVE SERVICES**

Scope of Work

The selected administrator shall be responsible for application preparation and the complete administrative services of the funded project in accordance with applicable state and federal laws, regulations and procedures.

Activities will include insuring compliance with all applicable state and federal laws, regulations, and procedures, particularly those of the Community Development Block Grant Program.

Contract Type

The City desires to enter into a contract with the selected consultant on a lump sum basis with a mutually agreeable predetermined maximum upset code.

Section 3

Section 3 of the Housing and Urban Development Act of 1968 requires that the City 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 City of Rolling Fork, Sharkey County limits.

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.

WBE/MBE Businesses

Positive efforts will be made by the City of Rolling Fork to utilize Minority-Owned and Women-Owned Business in the participation of Community Development Block Grant (CDBG) projects. All qualified MBE/WBE bidders are highly encouraged to submit proposals for this project.

Proposal Content and Evaluation Criteria

In order for your proposal to be properly evaluated, you must submit a Statement of Qualifications and Experience in sufficient detail to be evaluated.

Proposals will be reviewed by the Selection Committee, using the following selection criteria. Each member of the committee will assign points to each criteria based on the content of the proposal. Negotiations will be conducted initially with the firm receiving the highest number of points, as rated by the Selection Committee. If a mutually satisfactory contract cannot be negotiated with the firm, the firm will be requested to submit a best and final offer, in writing, and if a contract cannot be reached after the best and final offer, negotiation with that firm will be terminated. Negotiations then will be initiated with the subsequently listed firm in the order of rating, and this procedure will be continued until a mutually satisfactory contract has been negotiated. In addition to reaching a fair and reasonable price for required work, the objective of negotiations will be to reach an agreement on the provisions of the proposed contract including scope and extent of work and other essential requirements.

	<u>Maximum Points</u>
1. <u>Qualifications</u> – Information reflecting qualifications of persons to be assigned to provide services.	40
2. <u>Experience</u> – Information regarding the experience of the firm, particularly Community Development Programs. The information submitted should, as a minimum, include: (1) type of Federal Program, (2) the amount of Federal funds, (3) types of project activities undertaken, and (4) status of program. The Request for Proposal requests detailed information with regard to the experience in specific areas pertinent to Federally assisted projects.	40
3. <u>Capacity for Performance (Work Force)</u> Identify number and title of staff available to provide services. As evidence of capacity, the City will consider previous records with regard to performance in Federally assisted programs.	<u>20</u>
Total Points	100

Proposals may be held by the City for a period not to exceed thirty (30) days from the date of opening of proposals for the purpose of reviewing the proposals and investigating the qualifications of the administrator, prior to awarding the contract. The City is an equal opportunity employer. MBE/WBE and Section 3 Businesses individuals/firms are encouraged to submit proposals.

Funding Available

The amount of administrative funds to be allocated for the project is not known at this time; consequently, proposals will be received on the basis of qualifications, experience and capacity to perform as set forth above.

**INFORMATION TO ENGINEERING FIRMS OR INDIVIDUALS
REQUEST FOR ENGINEERING SERVICES**

The City of Rolling Fork, Mississippi is requesting proposals from qualified individuals or firms to provide engineering services to carry out all activities for its 2016 Community Development Block Grant (CDBG) Public Facilities Program. All services will be provided in accordance with applicable state and federal program rules and regulations under the Community Development Block Grant Program.

The project will involve, but not be limited to, engineering services for the project, if funded, under the Community Development Block Grant Program.

Said proposals will be received in the City Clerk's office, City of Rolling Fork, 130 Walnut Street, P. O. Box 310, Rolling Fork, MS 39159, until 10:00 A.M., Tuesday, February 2, 2016, after which time they will be opened by the Selection Committee.

The Selection Committee will then review each proposal and select a qualified individual or firm.

All proposals should be submitted in a sealed envelope clearly identified as follows:

**NAME OF ENGINEERING FIRM OR INDIVIDUAL
2016 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
PROPOSAL FOR ENGINEERING SERVICES**

Scope of Work

The selected engineer shall be responsible for complete engineering services in accordance with applicable state and federal laws, regulations and procedures.

Activities will include insuring compliance with all aspects of project design and implementation.

Contract Type

The City desires to enter into a contract with the selected consultant on a lump sum basis with a mutually agreeable predetermined maximum upset cost. The contract will not be signed until after the State notifies the City that the CDBG grant is approved.

Section 3

Section 3 of the Housing and Urban Development Act of 1968 requires that the City 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 City of Rolling Fork, Sharkey County limits.

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.

WBE/MBE Businesses

Positive efforts will be made by the City of Rolling Fork to utilize Minority-Owned and Women-Owned Business in the participation of Community Development Block Grant (CDBG) projects. All qualified MBE/WBE bidders are highly encouraged to submit proposals for this project.

Proposal Content and Evaluation Criteria

In order for your proposal to be properly evaluated, you must submit a Statement of Qualifications, Experience, and Capacity for Performance in sufficient detail to be evaluated.

Proposals will be reviewed by the Selection Committee, using the following selection criteria. Each member of the committee will assign points to each criteria based on the content of the proposal. Negotiations will be conducted initially with the firm receiving the highest number of points, as rated by the Selection Committee. If a mutually satisfactory contract cannot be negotiated with the firm, the firm will be requested to submit a best and final offer, in writing, and if a contract cannot be reached after the best and final offer, negotiation with that firm will be terminated. Negotiations then will be initiated with the subsequently listed firm in the order of rating, and this procedure will be continued until a mutually satisfactory contract has been negotiated. In addition to reaching a fair and reasonable price for required work, the objective of negotiations will be to reach an agreement on the provisions of the proposed contract including scope and extent of work and other essential requirements.

	<u>Maximum Points</u>
1. <u>Qualifications</u> – Information reflecting qualifications of persons to be assigned to provide services.	40
2. <u>Experience</u> – Information regarding the experience of the firm, particularly Community Development Programs. The information submitted should, as a minimum, include: (1) type of Federal Program, (2) the amount of Federal funds, (3) types of project activities undertaken, and (4) status of program. The Request for Proposal requests detailed information with regard to the experience in specific areas pertinent to Federally assisted projects.	40
3. <u>Capacity for Performance (Work Force)</u> Identify number and title of staff available to provide services. As evidence of capacity, the City will consider previous records with regard to performance in Federally assisted programs.	<u>20</u>
Total Points	100

Proposals may be held by the City for a period not to exceed thirty (30) days from the date of opening of proposals for the purpose of reviewing the proposals and investigating the qualifications of the engineer, prior to awarding the contract. The City is an equal opportunity employer. MBE/WBE and Section 3 Businesses individuals/firms are encouraged to submit proposals.

Funding Available

The amount of engineering funds to be allocated for the project is not known at this time; consequently, proposals will be received on the basis of qualifications, experience and capacity to perform as set forth above.