

NESHOBA COUNTY, MISSISSIPPI
NESHOBA COUNTY BOARD OF SUPERVISORS

REQUEST FOR PROPOSAL
TO PROVIDE ENGINEERING SERVICES

This is a Request for Proposal to provide Engineering Services for the Design and Administration of the Road 832 Drainage Improvement Project.

The Road 832 Drainage Improvement Project will replace existing undersized cross-drain culverts and construct a concrete box bridge in Neshoba County on Road 832 between Road 579 and Road 581. This project has two phases with Phase I consisting of the following elements - Engineering and Design of the project along with performing and submitting all environmental studies, obtaining all necessary permits and performing any mitigation in regard to the project. Phase II consists of implementation and construction of the project. This project includes approximately one-quarter (1/4) mile segment of roadway. This project is being funded through the U.S. Department of Homeland Security's Federal Emergency Management Agency through the Hazard Mitigation Grant Program administered by the Mississippi Emergency Management Agency. Phase I of the project is the currently approved portion of the project.

You are invited to submit four (4) copies of your proposal, in accordance with this request, to the Neshoba County Board of Supervisors, C/O Chancery Clerk Guy Nowell, 401 Beacon Street, Suite 107, Philadelphia, Mississippi 39350, **not later than 11:00 A.M. local time on Monday, March 7, 2016.**

The factors to be considered in evaluation of proposals and their relative importance are set forth in the complete solicitation available by contacting the Neshoba County Board of Supervisors, 401 Beacon Street, Suite 201, Philadelphia, Mississippi 39350; via website at www.neshobacounty.net; or by calling 601-656-6281.

Published by Order of the Neshoba County Board of Supervisors this 16th day of February 2016.

Publish: February 17, 2016
 February 24, 2016

/s/Kevin Cumberland
Kevin Cumberland, Board President
Neshoba County Board of Supervisors

The contract will be awarded to the responsible firm whose proposal is within the competitive range and determined to be the most advantageous to the County, with experience and other factors considered

The selected firm shall perform all the necessary engineering services to properly carry-out all the activities in the project in both Phase I and Phase II. Because this project is a grant project with funding provided through the U.S. Department of Homeland Security (DHS) Federal Emergency Management Agency (FEMA) Hazard Mitigation Grant Program special conditions apply and the project must be conducted in accordance with DHS, FEMA, Federal and State prescribed rules, regulations, policies and law. The project includes the following activities:

- A. Review DHS-FEMA Hazard Mitigation Grant Program Guidance and follow all requirements prescribed therein. This document is available at: <http://www.fema.gov/media-library/assets/documents/103279>.
- B. Review Neshoba County's Road 832 Drainage Improvement Project Application as submitted to the State Administrative Agency (SAA) – The Mississippi Emergency Management Agency (MEMA) and FEMA. This document provides the project scope and informational details about the project.
- C. Review FEMA's Approval Letter for this Project with the approved Statement of Work for Phase I of the project and the deliverables required under the project **which are required to be submitted during the period of performance ending on January 5, 2017.**
- D. Review MEMA's Hazard Mitigation Grant Program Agreement for this project ensuring all terms and conditions of the agreement will be met.
- E. Deliver to Neshoba County Emergency Management for submission to FEMA through MEMA for review and comment the following:
 - 1. Hydrologic and Hydraulic Data
 - 2. Preliminary Engineering Design
 - 3. Refinement of the Cost-Effectiveness Assessment using current FEMA approved Benefit-Cost Analysis Software.
 - 4. Final SHPO response letter for Proposed Phase II work.

5. Final Construction Plans that indicate the limits and depths of all ground disturbing activities, including storage and staging areas.
 6. Copies of any applicable permits. If permits are not available, submit copies of applications packets that were submitted to permitting agencies.
 7. Final Construction Drawings.
 8. Alternative Analysis.
 9. Public Notice.
 10. Final Statement of Work.
- F. Assist County in submission of quarterly activity reports during both Phases of the Project.
- G. Prepare and distribute bid packets, ensuring that all State and Federal requirements are met in contract preparation.
- H. Assist in bid opening and prepare bid tabulation. Prepare recommendation to award bid based on lowest and best bid.
- I. Request contractor eligibility clearance from the State, SAA and/or DHS-FEMA as required.
- J. Prepare and provide notification of contract award to the State, SAA and/or DHS-FEMA as required.
- K. Conduct pre-construction conference with contractor and staff representatives, documenting files with minutes of meeting.
- L. Conduct employee on-site interview during construction.
- M. Conduct work-in-progress inspections giving periodic reports to the County and approving any and all partial payment requests.
- N. Assist County in submission of final grant closeout requests to the State, SAA and/or DHS/FEMA as required.

The contract awarded will be on a fixed price basis. Those desiring consideration should submit proposals by the time and date previously stated and must include the following information along with the submission:

1. Qualifications – List of qualifications of each staff person to be assigned to the project.
2. Experience – Information regarding the experience of the firm. This information should include types of project activities undertaken. This information should specifically include a statement of experience or inexperience in the design and construction of drainage structures of the nature of this project.
3. Capacity for Performance – Identify the number and title of staff available to be assigned to provide services.

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 will be reviewed by the Selection Committee using the above selection criteria. Each member of the Committee will assign points to each criteria based on the content of the proposal. Negotiations will be conducted to determine a mutually satisfactory contract first with the firm receiving the highest accumulated points, as rated by the 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 this best and final offer, negotiations with that firm will be terminated and negotiations will be initiated with the subsequently listed firm in order of rating. This procedure will be continued until a mutually satisfactory contract has been negotiated. In addition, to reaching a fair and reasonable price for the 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.

Neshoba County reserves the right to reject any and all proposals. Neshoba County is an Equal Opportunity Employer, M/F/H/V. Neshoba County is a drug free workplace.