# REQUEST FOR PROPOSALS

The Town of Mathiston will accept sealed proposals from qualified firms and individuals interested in providing Engineering Services for a proposed sewer system improvements project, for the Town of Mathiston, which will stabilize both lagoon cell dikes, replace sand in the filter system, dredge the lagoons, and inspect and repair a portion of the sewer system utilizing Community Development Block Grant (CDBG) funds.

## Engineering Services required include, but are not limited to, project design, administration and construction supervision, preparation of specifications, supervision of bid procedures and resident inspection of the project, which consists of installation of water treatment system. The contract will be on a fixed price basis.

Award of the aforementioned contract will be made to the responsible party whose proposal is most advantageous to the Town of Mathiston. Proposals will be rated according to the following criteria: 1) Qualifications – List of qualifications of each staff person to be assigned to this project; 2) Experience – Information regarding the experience of the firm and knowledge of the Reform Water Users Association existing water system and treatment facility. This information should include types of project activities undertaken; 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. Cost is not a factor in the selection process and should not be a part of the proposal. Cost will be negotiated with the firm or individual receiving the highest rating according to the stated criteria.

The selection committee using the above selection criteria will review proposals. 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. 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 subsequently listed firms 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.

HOUSING AND URBAN DEVELOPMENT ACT OF 1968

This project is funded by the HUD Community Development Block Grant Program and is a Section 3 covered activity as defined by the Housing and Urban Development Act of 1968 (12 U.S.C 170lu) (Section3). Contractors and subcontractors are encouraged to provide to the greatest extent feasible, training, employment and contracting opportunities generated by the expenditure of this assistance to low-and very low-income persons and business concerns owned by low-and very-low income persons or which employ low-and very low-income persons.

Interested parties are invited to submit sealed proposals, six (6) copies, until 5:00 PM, Monday, February 6, 2-17 to the Mathiston Town Hall, Attention: Rachel Robinson, P.O. Box 178, 225 Scott Ave, Mathiston, Mississippi 39752. All proposals should be marked clearly as being an Engineering Proposal – CDBG Sewer Improvements. All questions pertaining to this project should be directed to Spencer Broocks, Golden Triangle Planning and Development District, P. O. Box 828, Starkville, MS 39760 or 662/320-2009. The Town of Mathiston does not discriminate on the basis of race, color, religion, sex age or national origin and reserves the right to reject any and all proposals.

### /s/ Jimmy P. Carden, Mayor

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