



**NORTHEAST MISSISSIPPI PLANNING & DEVELOPMENT DISTRICT
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March 30, 2017

Mississippi Development Authority
P O Box 849
Jackson, Ms. 39205-0849

Re: Town of Potts Camp/CDBG/PF Sewer Project (2017)
Engineering Proposals

Dear Sirs:

Enclosed is a copy of the request for engineering proposals for a public facility/sewer improvements project in connection with a Community Development Block Grant project for the Town of Potts Camp, MS.

Contact me with any questions or concerns.

Sincerely,

A handwritten signature in cursive script that reads "Wanda Christian".

Wanda Christian
Economic Development Coordinator

Enclosures

REQUEST FOR PROPOSAL TO PROVIDE ENGINEERING SERVICES

This is a Request for Proposals to provide Engineering Services for the City of Iuka's Community Development Block Grant for a PF/Public Sewer Improvements project.

You are invited to submit a proposal in accordance with this request to, John Castleberry, Mayor, City of Iuka, 118 S Pearl Street, Iuka, MS 38852-2033, not later than 4:00 p.m. on April 11, 2017. Proposals shall be marked on the outside as "Proposal for Engineering Services"-FY 2017/CDBG. Information concerning the proposals may be obtained by calling Wanda Christian at NEMPDD (662) 728-6248.

The contract will be awarded to the responsible offeror whose proposal is within the competitive range and determined to be the most advantageous to the City of Iuka, price, and other factors considered. The factors to be considered in evaluation of proposals and their relative importance are set forth (below in instruction to Bidder).

The engineer shall perform all the necessary engineering services to properly carry-out the activities in the project, in accordance with State and HUD prescribed rules, regulations, policies, and State law.

- A) Prepare plans and specifications for project
- B) Construct and distribute bid packets (insuring that all Federal and State requirements are met in contract preparation).
- C) Assist in bid opening and prepare bid tabulation
- D) Conduct pre-construction conference with contractor, and staff representatives, documenting files with minutes of meeting.
- E) Conduct work-in progress inspections giving periodic reports to the Town and approving any and all partial payment request.

The contract will be on a fixed price basis. Those desiring consideration should submit proposals by the time and date above stated and must include the following:

- 1) Qualifications- List of qualifications of each staff person assigned to project. (40 points)
- 2) Experience- Information regarding the experience of the firm. This information should include types of project activities undertaken. (40 points)
- 3) Capacity for Performance-Identify the number and title of staff available to be assigned to provide services. (20 points)

All proposals will be rated on the above system to determine the best offeror.

****NOTE:** Points assigned to each rating factor must be published in RFPs.

Proposals will be reviewed by the Mayor and Board of Aldermen using the above selection criteria. The Mayor and Board of Aldermen will assign points to each criteria based on the content of the proposal. Negotiations will be conducted to determine a mutually satisfactory contract with the firm receiving the highest accumulated points, as rated by the Mayor and Board of Aldermen. 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, 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.

The Town reserves the right to reject any and all proposals.

John Castleberry, Mayor