**Request for Proposals for Administrative Services**

**Town of Monticello**

This is a request for Proposals for Administrative Services for the application preparation and subsequent implementation of the Town of Monticello’s 2015 Community Development Block Grant (CDBG) Project. This project involves Sewer System Improvements. Section 3 requirements found in HUD’s regulations in 24CFR Part 135 are applicable to this position.

You are invited to submit a proposal, in accordance with this request to the Town of Monticello, 202 Jefferson Street, P. O. Box 822, Monticello, MS 39654 no later than 4:00 PM (Local Time) on Friday, April 3, 2015. Proposals should be in a sealed envelope and properly labeled as “2015 COMMUNITY DEVELOPMENT BLOCK GRANT PROJECT”.

Contracts will be awarded to the responsible offeror whose proposal is within the competitive range and determined to be the most advantageous to the Town, price and other factors considered. The factors to be considered in evaluation of proposals and their relative importance are set forth below:

**ADMINISTRATOR:**

The Administrator shall perform all the necessary Administrative Services including the preparation of the application and properly carrying out all the activities involved in the implementation/administration of the CDBG project through close-out, in accordance with State and HUD prescribed rules, federal regulations, policies and state law. Activities will include Environmental, Labor Standards, Equal Opportunity, Financial, Acquisition and Close-Out.

Those desiring consideration should submit proposals by the time and date

stated and must include the following:

1. Qualifications - List of Qualifications of each staff person to

be assigned to project.

2. Experience - Information regarding the experience of the

firm. 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.

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 mutually satisfactory contract first with the firm receiving the highest accumulated points, as rated by the committee.

Final award will be made to the responsible proposer whose proposal is determined to be the most advantageous to the Town, cost and other factors considered.

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