**REQUEST FOR PROPOSALS**

**TO PROVIDE ENGINEERING SERVICES**

This is a Request for Proposals to provide Engineering Services for the City of Indianola, Mississippi Regular Competition Community Development Block Grant project.

You are invited to submit a proposal, in accordance with this request. Said proposals will be received in the City Clerk’s office, City of Indianola, 101 Front Avenue, Indianola, MS 38751, until 4:30 P.M., Monday April 13, 2015 after which time they will be opened by the Selection Committee.

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 Indianola, Mississippi, 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 Contractor 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. The project includes the following activities: Water Improvements.

1. Prepare plans and specifications for project.

B. Construct and distribute bid packets (insuring that all Federal and State requirements are met in contract preparation).

1. Assist in bid opening and prepare bid tabulation.

D. Request contractor eligibility clearance from the State.

E. Send notification of contract award to the State.

F. Conduct pre-construction conference with contractor and staff representatives, documenting files with minutes of meeting.

G. Conduct employee on-site interviews during construction.

H. Conduct work-in-progress inspections giving periodic reports to the City/City/County and approving any and all partial payment requests.

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 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.

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

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 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 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 City of Indianola, Mississippi reserves the right to reject any and all proposals.