REQUEST FOR PROPOSALS

TO PROVIDE

SURVEY SERVICES

This is a Request for Proposals to provide Survey Services for the City of Shelby, Mississippi, for a HOME Homeowner Rehabilitation Grant. The grant is designed to provide grant funds to rehabilitate/reconstruct homeowner occupied units in the City of Shelby.

Only licensed surveyors can submit a proposal and a copy of your license must be attached to your proposal or you will not be considered.

You are invited to submit a proposal, in accordance with this request, to the City Clerk, P.O. Box 43, Shelby, MS 38774, no later than 2:00 P. M. local time on November 5, 2014.

The Surveyor will be required to survey each property to determine property boundaries and note all improvements A work description for survey services can be obtained by contacting Randall Lauderdale, P.O. Box 1776, Greenville, MS 38702-1776, Phone No. 662-378-3831.

The contract will be on a fixed price per unit 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 the project.

2. Experience - Information regarding the experience of the firm. Information shall include types of project activities undertaken as well as specific projects with which proposer has worked.

3. Capacity for Performance - Identify the numbers and titles of staff available to be assigned to provide services.

4. Proposed Work Schedule - Schedule for accomplishing each phase of the project.

All proposals will be rated on the following system to determine the best offeror: Qualifications - 25, Experience - 25, Capacity - 25, Proposed Work Schedule - 25. Total points equal 100.

Proposals will be reviewed using the above criteria. Negotiations will be conducted to determine a mutually satisfactory contract first with the offeror receiving the highest number of points and the offeror whose proposal is most advantageous to the City of Shelby. Offerors must comply with Section 3, of the HUD Act, of 1968.

The City of Shelby reserves the right to reject any and all proposals.

The City of Shelby is an Equal Opportunity Employer.