REQUEST FOR PROPOSALS FOR ENGINEERING SERVICES

Lee County requests proposals from qualified firms or individuals to provide engineering/architectural services for work related to public building improvements according to a Development Infrastructure Program (DIP) application. You are invited to submit a proposal, in accordance with this request to Lee County, 300 West Main, P.O. Box 1785, Tupelo, MS 38802 no later than 4:00 p.m. on Friday, January 27, 2017.

The Engineer/Architect will be responsible for performing all services through project closeout in accordance with state and local laws, regulations and policies. The scope of work includes but is not limited to the following: 1) prepare plans and specifications, 2) distribute bid documents, 3) assist in bid opening and prepare bid tabulation, 4) assist in the execution of construction contracts, 5) hold preconstruction conference, and 6) perform construction inspection including periodic reports to Lee County and the Project Manager and approve all payment requests.

Lee County is an Equal Opportunity Employer. The County encourages Minority owned Business Enterprises (MBEs) and Woman owned Business Enterprises (WBEs) to submit proposals.

All proposals must be submitted in a sealed envelope and marked with the following language: “Proposal for DIP Engineering/Architectural Services.” Proposals will be evaluated on the following factors: Qualifications, (40 points), Experience (40 points) and Capacity for Performance (20 points). To be evaluated properly, the following must be addressed in detail:

Qualifications – List of qualifications of person to be assigned to project;

Experience – Information regarding the firm’s experience and the projects previously undertaken, including the type and amount of grants awarded, the projects activities, and the status of projects;

Capacity for Performance – Identify the number and title of staff assigned to provide services.

The County's Board of Supervisors will evaluate each proposal. They may hold proposals for a period of not to exceed thirty (30) days for the purpose of reviewing the content of the proposals and investigating the qualifications of the firms and assigned individuals. The County reserves the right to reject and/or all proposals.

Subject to DIP award, the County will award a contract with the qualified individual or firm whose proposal has the highest number of cumulative points issued by the selection committee and determined to be the most advantageous to the County, price and other factors considered. The contract will include scope and extent of work and other essential requirements. An individual contract will be executed for the awarded project and the contract will be on a fixed price basis. The County has the authority to terminate the selection at any time.



**Please publish one time as a legal ad on Wednesday, January 18, 2017.**

**Note: Please send certified proofs of publication to:**

**Wesley Bell**

**Three Rivers PDD**

**PO Box 690**

**Pontotoc, MS 38863**

**Lee County**

**300 West Main St., P.O. Box 1785**

**Tupelo, MS 38802**

**Bill to: Lee County**