

REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES

The Town of Pope requests proposals from qualified firms or individuals to provide engineering services for work related to the implementation of an approved FY 2025 DRA project. You are invited to submit a proposal, in accordance with this request, to the Office of the Town Clerk, Town of Pope; 31 Magnolia, Pope, MS 38658, no later than 12:00PM on Tuesday, February 17, 2026.

The Engineer will be responsible for all engineering services through project closeout in accordance with federal, 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 pre-construction conference, and 6) perform construction inspection including periodic reports to the Town of Pope and approve all payment requests.

The Town of Pope is an Equal Opportunity Employer. The Town of Pope encourages Minority-owned Business Enterprises (MBEs) and Woman-owned Business Enterprises (WBEs) to submit proposals.

One (1) original and six (6) copies of the proposals must be submitted in a sealed envelope and marked with the following language: "Proposal for DRA Engineering 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 persons 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 the projects;

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

The Town of Pope Board of Aldermen will meet to evaluate each proposal. The Town of Pope 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 Town of Pope reserves the right to reject any and/or all proposals. Subject to CDBG award(s) and the removal of all environmental conditions, the Town of Pope will award a contract with the qualified individual or firm whose proposal has the highest number of cumulative points issued by the board and is determined to be the most advantageous to the Town of Pope, price and other factors considered. The contract will include the scope and extent of work and other essential requirements. An individual contract will be executed for each awarded project, and the contract will be on a fixed price basis. The Town of Pope has the authority to terminate the selection at any time.