

REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES

The City of Magee, Mississippi, requests proposals from qualified firms or individuals to provide engineering services for work related to the implementation of approved FY 2026 Community Development Block Grant (CDBG) project(s). You are invited to submit a proposal, in accordance with this request, either by mail or hand delivery, Office of the City Clerk, City of Magee; 123 Main Avenue N, Magee, MS 39111, no later than 2:00 PM, on Tuesday, April 7, 2026.

The Engineer will be responsible for preparing project cost estimates and preliminary design documents for application preparation, and if awarded, the selected Engineer will provide all engineering services through project closeout in accordance with federal, state and local laws, regulations, and policies. The scope of work after award 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 City and approve all payment requests.

The City of Magee is an Equal Opportunity Employer. The City encourages Minority-owned Business Enterprises (MBEs) and Woman-owned Business Enterprises (WBEs) to submit proposals. The City also encourages Section 3 eligible businesses to submit proposals.

All proposals must be submitted in a sealed envelope and marked with the following language: “**Proposal for CDBG 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 project activities, and the status of projects; **Capacity for Performance** - Identify the number and title of staff assigned to provide services.

The City will designate a selection committee to evaluate each proposal. The selection committee may hold proposals for a period 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 City reserves the right to reject any and/or all proposals.

Subject to CDBG award(s) and the removal of all environmental conditions, the City 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 City, 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 each project awarded, and the contract will be on a fixed price basis in accordance with the established CDBG Program fee scale. The City has the authority to terminate the selection at any time.