

REQUEST FOR PROPOSALS FOR ENGINEERING SERVICES

The City of New Albany requests proposals from qualified firms or individuals to provide Engineering services for work related to a Water Infrastructure project with potential funding from: HUD - Community Development Block Grant, Appalachian Regional Commission, State Revolving Loan Fund, and/or other state and federal funding agencies. This Request for Proposal includes the preparation of a preliminary cost estimate to be used in the application and project engineering services if the project is awarded. You are invited to submit a proposal, in accordance with this request to the City of New Albany no later than 3:00 p.m. local time on January 27, 2026, at the City Hall, 101 West Bankhead Street, PO Box 56, New Albany, MS 38652.

The Engineer will be responsible for performing 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 the following: 1) prepare preliminary cost estimate and preliminary engineering report; and if grant is awarded 2) prepare plans and specifications, 3) distribute bid documents, 4) assist in bid opening and prepare bid tabulation, 5) assist in the execution of construction contracts, 6) hold preconstruction conference, and 7) perform construction inspection including periodic reports to the City of New Albany and approve all payment requests.

The City of New Albany is an Equal Opportunity Employer. The City of New Albany encourages Minority owned Business Enterprises (MBEs) and Woman owned Business Enterprises (WBEs) to submit proposals. The City of New Albany also encourages Section 3 eligible businesses to submit proposals. Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 17010) requires, to the greatest extent feasible, that The City of New Albany and its contractors that participate in the above referenced Program give opportunities for job training and employment to lower income residents of The City of New Albany. Section 3 also requires that contracts for work in connection with the Section 3 area be awarded to Section 3 eligible business concerns.

All proposals must be submitted in a sealed envelope and marked with the following language: "Proposal for 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 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 City of New Albany 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 City of New Albany reserves the right to reject and/or all proposals.

Subject to grant award and the removal of all environmental conditions, The City of New Albany 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 of New Albany, 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 City of New Albany has the authority to terminate the selection at any time.

