

REQUEST FOR PROPOSALS FOR ENGINEERING SERVICES

The Town of Shannon requests proposals from qualified firms or individuals to provide Engineering services for work related to a Sewer 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 Town of Shannon no later than 3:00 p.m. local time on April 2, 2026, at the Town Hall, 225 Broad Street, Shannon MS 38868.

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 Town of Shannon and approve all payment requests.

The Town of Shannon is an Equal Opportunity Employer. The Town of Shannon encourages Minority owned Business Enterprises (MBEs) and Woman owned Business Enterprises (WBEs) to submit proposals. The Town of Shannon 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 Town of Shannon and its contractors that participate in the above referenced Program give opportunities for job training and employment to lower income residents of The Town of Shannon. 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 Town of Shannon 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 Town of Shannon reserves the right to reject and/or all proposals.

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

