

## **REQUEST FOR PROPOSALS FOR ENGINEERING SERVICES**

Marshall County requests proposals from qualified firms or individuals to provide engineering services for work related to the application and implementation of a FY2024 DIP grant project.

Interested parties are invited to submit a proposal, in accordance with this request, to Keith Taylor, President, 111 Market Street, Holly Springs, MS 38635, not later than 4:00 p.m. on 8/15/24. Proposals must be submitted in a sealed envelope and marked on the outside as "Proposal for DIP Engineering Services/FY 2024".

The Engineer will be responsible for preparing project cost estimates for the 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 includes but is not limited to the following:

- 1) Prepare plans and specifications for project including all services required for design and engineering phases of project including preliminary, environmental, and final design.
- 2) Construct and distribute bid packets (insuring that all Federal and State requirements are met in contract preparation).
- 3) Assist in bid opening and prepare bid tabulation
- 4) Assist in the execution of construction contracts
- 5) Conduct pre-construction conference with contractor, and staff representatives, documenting files with minutes of meeting.
- 6) Conduct work in-progress inspections giving periodic reports to the County and approving any and all partial payment requests.
- 7) Provide all services necessary for execution of the project including consultations, surveys, soil investigations, supervision, travel, "as built" or record drawings, rights of way assistance, testing, construction engineering and incidental costs.

Marshall County is an Equal Opportunity Employer. The County encourages Minority-owned Businesses (MBEs) and Women-owned Businesses (WBEs) to submit proposals. The County 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 County and its contractors that participate in the above referenced Program give opportunities for job training and employment to lower income residents of Marshall County. 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 DIP 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:

1. Qualifications (40 points) - List of qualifications of persons to be assigned to project;
2. Experience (40 points) - Information regarding the firm's experience and the projects previously undertaken, including the type and amount of grants awarded, the project's activities, and the status of the projects.;
3. Capacity for Performance (20 points) - Identify the number and title of staff assigned to provide services.

Proposals will be reviewed by the President and Board of Supervisors. Using the above selection criteria, the Board will assign points to each criteria based on the content of the proposal. The County 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 County reserves the right to reject any or all proposals.

Subject to DIP award and removal of all environmental conditions, the County will award a contract with the qualified individual or firm whose proposal has the highest number of cumulative points issued by the President and Board of Supervisors and determined to be the most advantageous to the County, price and other factors considered. The contract shall include 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 County has the authority to terminate the selection at any time.

Keith Taylor, President