

**ADVERTISEMENT FOR PROPOSALS  
ENGINEERING SERVICES**

**(Competitive Negotiation)**

The Town of Duck Hill, Mississippi, hereby requests proposals from qualified firms or individuals for engineering services in relation to its proposed 2026 Community Development Block Grant Public Facilities Project application.

The Scope of Work will consist of preparation of preliminary cost estimates, preparation of plans and specifications for advertisement of bids; evaluation of bids and recommendation of contract award; preparation of the contract in accordance with CDBG, Federal, State and local laws and regulations; conducting pre-construction conference in coordination with project administrator; inspecting construction in progress; and advising the board of supervisors and the project administrator on contractor payments.

Town of Duck Hill is an Equal Opportunity Employer. Duck Hill encourages Minority-owned Business Enterprises (MBEs) and Woman-owned Business Enterprises (WBEs) to submit proposals. Duck Hill 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 Town of Duck Hill and its contractors that participate in the above referenced Program give opportunities for job training and employment to lower incomes residents of Duck Hill. Section 3 also requires that contracts for work in connection with the Section 3 area be awarded to qualified Section 3 eligible business concerns.

Those desiring consideration should submit proposals by the time and date stated and must include the following:

1. Qualifications - List of qualifications of each staff person to be assigned to project.
2. Experience - Information regarding the experience of the firm. This information should include types of project activities undertaken.
3. Capacity for Performance - Identify the number and title of staff available to be assigned to provide services and capacity to perform the work within the time limitations.

All proposals will be rated on the following system to determine the best proposal: Description and Maximum Points: Qualifications - 35; Experience - 35; Capacity - 30; Total: 100 Points.

Proposals will be reviewed by the Town of Duck Hill Board of Aldermen using the above selection criteria. Each member of the Board will assign points to each criterion based on the content of the proposal. Negotiations will be conducted to determine a mutually satisfactory contract first with the firm receiving the highest accumulated points, as rated by the Board.

The Board will recommend a final award to be made to the proposer whose proposal is determined to be the most advantageous to the town with a contract contingent upon funding for the project.

Proposals should be in a sealed envelope marked "**ENGINEERING PROPOSAL – Town of Duck Hill 2026 CDBG.**" Proposals should be submitted to the Town of Duck Hill Town Clerk, P.O. Box 368 Duck Hill, Mississippi 38925, no later than 5:00 p. m. on February 18, 2026.

The Town reserves the right to reject any and all proposals.

For more information, contact Beverly Hutchison, North Central Planning and Development District, Winona, Mississippi, at (662)283-2675 or write to 28 Industrial Park Blvd., Winona, Mississippi 38967.

/s/ Gwen Sims, Mayor

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Please publish two (2) times, January 29, 2026, and February 5, 2026, in the Legal Section of the Winona Times newspaper.

Send Proof of Publication to: Beverly Hutchison  
North Central Planning and Development District  
28 Industrial Park Blvd.  
Winona, MS 38967

Send the invoice to: Duck Hill Town Clerk  
P.O. Box 368  
Duck Hill, MS 38925