

## REQUEST FOR PROPOSALS FOR ENGINEERING/ARCHITECTURAL SERVICES

The Neshoba County Board of Supervisors requests proposals from qualified firms or individuals to provide engineering services for work related to the application and implementation of FY 2019 CDBG Public Facilities project(s). You are invited to submit five (5) copies of a proposal, in accordance with this request, to the Neshoba County Board of Supervisors, Attn: Jeff Mayo, County Administrator, 401 Beacon Street, Suite 201, Philadelphia, MS 39350, no later than 3:00 p.m. on Friday, December 27, 2019.

The Engineer/Architect 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; 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 County and approve all payment requests.

The Neshoba County Board of Supervisors is an Equal Opportunity Employer. The County encourages Minority-owned Business Enterprises (MBEs) and Women-owned Business Enterprises (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 the 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 CDBG Engineering/Architectural 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 qualifications of persons assigned to the 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 the projects;

Capacity for Performance – Identify the number and title of staff assigned to provide services.

The County will designate a selection committee to evaluate each proposal. The selection committee may hold proposals for a period to not 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 and/or all proposals.

Subject to CDBG award(s) and the 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 selection committee and determined to be the most advantageous to the County, 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 awarded project, and the contract will be on a fixed price basis. The County has the authority to terminate the selection at any time.

Published by order of the Board of Supervisors of Neshoba County, Mississippi on this the 18<sup>th</sup> day of November 2019.

/s/ Guy Nowell  
GUY NOWELL, CLERK  
BOARD OF SUPERVISORS  
NESHOPA COUNTY, MISSISSIPPI

Please publish on November 27, 2019 and December 4, 2019