

REQUEST FOR PROPOSALS FOR ENGINEERING SERVICES

The Village of Pachuta requests proposals from qualified firms or individuals to provide engineering services for work related to the implementation of the approved FY2025 CDBG project(s). You are invited to submit eight (8) copies of a proposal, in accordance with this request, to the Office of the Village Clerk, Village of Pachuta, P.O. Box 189/15420 Highway 11 N, Pachuta, MS 39347, no later than 10 a.m. on January 8, 2025.

The Engineer will be responsible for preparing project cost estimates for application preparation for improvements to the Village's sewer system 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; 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 Village of Pachuta and approve all payment requests.

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

Subject to CDBG award(s) and the removal of all environmental conditions, the Village 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 Village, 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 Village has the authority to terminate the selection at any time.



Publication Instructions:

Please publish the above RFP in the LEGAL section of The Clarke County Tribune on December 19, 2024, and December 26, 2024.

Please send invoice and certified proof of publication to:

James Skidmore, Clerk
Village of Pachuta
P. O. BOX 189
Pachuta, MS 39347

Please send certified proof of publication to

Jenifer Buford
Economic & Community Development Director
East Central PDD
P. O. Box 499
Newton, MS 39345

If you have any questions or comments, please call Jenifer Buford at 601-683-2007.