

## REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES

The City of Batesville requests proposals from qualified firms or individuals to provide engineering services for work related to the implementation of a grant funded project. You are invited to submit one original proposal and 6 copies, in accordance with this request, to the Office of The City Clerk, City of Batesville; 103 College Street; P O Box 689; Batesville, MS 38606 **no later than 1 p.m. on September 21, 2021.**

The Engineer will be responsible for preparing project cost estimates for 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, 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 town and approve all payment requests.

The City of Batesville is an Equal Opportunity Employer. The City of Batesville encourages Minority-owned Business Enterprises (MBEs) and Woman-owned Business Enterprises (WBEs) to submit proposals.

All proposals must be submitted consisting of 1 original and 6 copies, in a sealed envelope and marked with the following language: "Proposal for ARC Project 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 persons 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 the projects;
- Capacity for Performance – Identify the number and title of staff assigned to provide services.

The City of Batesville will designate a selection committee to evaluate each proposal. The selection committee 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 City of Batesville reserves the right to reject any and/or all proposals.

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