

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

Union County requests proposals from qualified firms or individuals to provide engineering services for work related to an application for an infrastructure project with potential funding from: Appalachian Regional Commission, and/or other federal funding agencies. This Request for Proposal includes the preparation of a preliminary cost estimate to be used in the application and project engineering services if the project is awarded. You are invited to submit a proposal, in accordance with this request to the Union County Chancery Clerk, 109 East Main Street, Post Office Box 847, New Albany, Mississippi 38652, no later than 4:30 p.m. on December 23, 2024.

The Engineer will be responsible for performing 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 the following: 1) prepare preliminary cost estimate and preliminary engineering report ; and if grant is awarded 2) prepare plans and specifications, 3) distribute bid documents, 4) assist in bid opening and prepare bid tabulation, 5) assist in the execution of construction contracts, 6) hold preconstruction conference, and 7) perform construction inspection including periodic reports to Union County and approve all payment requests.

Union County is an Equal Opportunity Employer and encourages Minority owned Business Enterprises (MBEs) and Woman owned Business Enterprises (WBEs) to submit proposals.

All proposals must be submitted in a sealed envelope and marked with the following language: "Proposal for 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 person 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 projects.

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

Union County will evaluate each proposal. They 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. Union County reserves the right to reject and/or all proposals.

Subject to grant award and the removal of all environmental conditions, Union 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 Union County, price and other factors considered. The contract will include the scope and extent of work and other essential requirements. An individual contract will be executed for the

awarded project and the contract will be on a fixed price basis. Union County has the authority to terminate the selection at any time.



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**Please publish in the New Albany Gazette as a legal ad on Wednesday, December 4, and December 11, 2024.**

**Note: Please send certified proofs of publication to:**

**Bonnie Childs  
Three Rivers PDD  
Post Office Box 690  
Pontotoc, Mississippi 38863**

**Union County  
Attn: Annette Hickey  
Post Office Box 847  
New Albany, Mississippi 38652**

**Bill to: Union County**

