REQUEST FOR PROPOSALS FOR CDBG ENGINEERING SERVICES

The City of Charleston, Mississippi, requests proposals from qualified firms or individuals to provide engineering services for work related to the implementation of approved FY 2020 Community Development Block Grant (CDBG) project(s). You are invited to submit a proposal, in accordance with this request, to the City of Charleston; P.O. Box 420; Charleston, MS 38921, no later than 10:00 A.M., on March 3, 2020.

The Engineer will be responsible for performing all engineering services through project closeout in accordance with federal, state and local law, regulations and policies. The scope of work includes but is not limited to the following: 1) prepare preliminary engineering report and cost estimates for proposed CDBG applications, 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 pre-construction conference, and 7) perform construction inspection including periodic reports to the City and approve all payment requests.

The City of Charleston is an Equal Opportunity Employer. The City encourages Minority-owned Business Enterprises (MBEs) and Woman-owned Business Enterprises (WBEs) to submit proposals. Additionally, 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 opportunities for job training, employment, and other economic opportunities be given to low and moderate income residents of the project area. Section 3 also requires, to the greatest extent feasible, that contracts for work in connection with the project 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 of qualifications of persons to be assigned to project, **Experience** - Information regarding the firm's experience and the projects previously undertaken, **Capacity for Performance** - Identify the number and title of staff assigned to provide services.

The City will designate a selection committee to evaluate each proposal. The selection committee may hold proposals for a period of up to thirty (30) days for the purpose of reviewing and investigating the proposals' content. The City reserves the right to reject any and/or all proposals.

Subject to CDBG award(s) and the removal of all environmental conditions, the City will award a contract with the qualified firm or individual whose proposal has the highest number of cumulative points and determined to be the most advantageous to the City, 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 in accordance with the established CDBG program fee scale. The City has the authority to terminate the selection at any time.

*(Please publish in the **LEGAL** section of the newspaper on **2/13/20 & 2/20/20**.)*