

LEGAL NOTICE
REQUEST FOR PROPOSALS TO PROVIDE ENGINEERING SERVICES

The Town of Potts Camp is requesting proposals from qualified professional engineering firms or individuals for engineering services related to the implementation of the Town's Community Development Block Grant (CDBG) project(s) for FY'24. The engineer services include preparing cost estimates during application preparation. In addition, upon funding of project(s) engineering services shall include: preparing plans and specifications, distributing bid documents, assisting in bid openings and tabulations, conducting preconstruction conferences, providing inspections during construction, and approving partial pay requests. Engineering services must be performed in accordance with federal, state and local laws, regulations and polices. The Town of Potts Camp is an Equal Opportunity Employer and encourages Minority Business Enterprises (MBE) and Women Business Enterprises (WBE) to submit proposals. Those desiring consideration must also comply with Federal Housing and Urban Development (HUD) Section 3 Regulations (24 CFR 135). The contract shall be on a fixed price basis. Those desiring consideration must prepare and submit a proposal that addresses all the following evaluation criteria:

- Experience and technical expertise (20 points)
- Ability to successfully design and oversee CDBG projects (25 points)
- Availability of qualified personal (25 points)
- Record success on CDBG projects (20 points)
- Schedule of time to complete projects (10 points)

Proposals shall be reviewed by the Mayor and Board of Aldermen using the above criteria and point factors. Contract negotiations shall be initiated with the qualified firm or individual whose proposal is determined to be most advantageous to the Town, based on the above criteria. The Town of Potts Camp reserves the right to negotiate with more than one qualified firm or individual and also to cancel all proceedings and begin a new process of soliciting proposals. In order to be considered qualified proposals must be received by 2:00 p.m., April 1, 2024. Proposals must be addressed to the Town of Potts Camp, 17 South Center Street, Potts Camp, MS 38659 and marked on the outside as "Proposal for Engineering Services - CDBG". Information concerning the proposals may be obtained from the above address and by calling 662-333-7285.

Sidney C. Persons III, Mayor
3/14/24 & 3/21/24

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