

## REQUEST FOR PROPOSALS

The City of Greenwood, Mississippi will receive sealed proposals from qualified firms for professional services required in the application preparation and general administration of a 2015 CDBG Economic Development project to be funded by the Mississippi Development Authority (MDA). These services are as follows:

**APPLICATION PREPARATION AND GENERAL ADMINISTRATION:** Prepare the 2015 CDBG Economic Development application to include all necessary forms, exhibits, reports and attachments as required by MDA, submit the application to MDA and if funded, assist the City during Grant Agreement execution, environmental review and approval, assist the City Clerk on financial management including bookkeeping, general program management including required reports, implementation of State and Federal guidelines, establish and maintain the filing system, assistance in implementation of the project work activities, liaison between the City and State and project closeout.

**ARCHITECTURE/ENGINEERING:** Undertake all A/E services including plans, specs, contract documents, bidding, contract execution, and construction inspection for total CDBG project implementation. Also a Phase I environmental assessment and asbestos and lead-based paint testing shall be undertaken by the A/E as part of required environmental guidelines and procedures.

Proposals will be rated according to the following criteria: scope of services (15 points), qualifications and experience (40 points), performance capacity (20 points) and past CDBG work (25 points).

Proposals are requested in accordance with 24 CFR Part 85 "Common Rule" and all other applicable state and federal rules and regulations. The City reserves the right to reject any and all proposals, and to waive any irregularities in the proposal process. Contracts will be awarded to the qualified proposer whose proposal is determined to be the most advantageous to the City.

Proposals must be sealed and labeled and must be delivered to the City of Greenwood, Attn: Mayor and City Council, City Hall, 101 West Church St., P.O. Box 907, Greenwood, MS 38935-0907, on or before 5:00 P.M., Tuesday, December 8, 2015. At this time the proposals will be opened and taken under advisement for grading by the Mayor and City Council.

Section 3 rules and regulations shall be adhered to under the CDBG procurement of professional services.