EAST CENTRAL PLANNING & DEVELOPMENT DISTRICT

P.O. BOX 499 - NEWTON, MISSISSIPPI 39345 - PHONE 601-683-2007

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February 18, 2016

MS Contract Procurement Center
c/o Mississippi Development Authority
Post Office Box 849
Jackson, Mississippi 39205-0849

RECEIVED
FEB 29 2016
MINORITY & SMALL BUSINESS
DEVELOPMENT DIVISION

RE: Request for Proposals

Please find attached for your information a Request for Proposal to provide Architectural/Engineering Services for the Town of Shubuta's sewer project.

If you have any questions or need additional information concerning this project, please give me a call at (601) 683-2007.

Sincerely

Jenifer Buford
Community Development Director

/df

Enclosures – As Stated

SCANNED
Per: _____
Date: 2/29/16

REQUEST FOR PROPOSAL
TO PROVIDE ENGINEERING SERVICES

This is a Request for Proposal to provide Engineering Services for the Town of Shubuta, Mississippi's proposed Community Development Block Grant Public Facilities sewer improvements project.

You are invited to submit seven (7) copies of the proposal, in accordance with this request, to Richard Carter, Mayor, Town of Shubuta, P. O. Box 416, Shubuta, MS 39360, **not later than 3:00 P.M. local time on March 4, 2016.**

The contract will be awarded to the responsible offeror whose proposal is within the competitive range and determined to be the most advantageous to the Town, price and other factors considered. The factors to be considered in evaluation of proposals and their relative importance are set forth (below in Instruction to Bidder).

The Contractor shall perform all the necessary engineering services to properly carry-out the activities in the project. In accordance with State and HUD prescribed rules, regulations, policies and State law. The sewer improvements project includes the following activities:

A. Prepare plans and specifications for project.

B. Construction and distribute bid packets (insuring that all Federal and State requirements are met in contract preparation)

C. Assist in bid opening and prepare bid tabulation.

D. Conduct pre-bid and pre-construction conferences with contractors and staff representatives, documenting files with minutes of meeting.

E. Conduct work-in-progress inspections giving periodic reports to the Town and approving any and all partial payment requests.

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The contract will be on a fixed price basis. Those desiring consideration should submit proposals by the time and date above stated and must include the following:

1. Qualifications - List of qualifications of each staff person to be assigned to project.

2. Experience - Information regarding the experience of the firm. This information should include types of project activities undertaken.

3. Capacity for Performance - Identify the number and title of staff available to be assigned to provide services.

All proposals will be rated on the following system to determine the best offeror: Description and Maximum Points: Qualifications - 40, Experience - 40, Capacity for Performance - 20, Total 100 points.

Proposals will be reviewed by the Selection Committee using the above selection criteria. Each member of the Committee will assign points to each criteria based on the content of the proposal. Negotiations will be conducted to determine mutually satisfactory contract first with the firm receiving the highest accumulated points, as rated by the Committee. If a mutually satisfactory contract cannot be negotiated with the firm, the firm will be requested to submit a best and final offer, in writing; and, if a contract cannot be reached after this best and final offer, negotiations with that firm will be terminated and negotiations will be initiated with the subsequently listed firm in order of rating. This procedure will be continued until a mutually satisfactory contract has been negotiated. In addition, to reaching a fair and reasonable price for the required work, the objective of negotiations will be to reach an agreement on the provisions of the proposed contract including scope and extent of work and other essential requirements.

Section 3

Section 3 of the Housing and Urban Development Act of 1968 requires that the Town and contractors participating in CDBG projects give opportunities for job training and employment to lower income residents of the Section 3 area that is described as the Town of Shubuta, Mississippi. Section 3 also requires that "to the maximum extent feasible" contracts for work in connection with Section 3 covered projects be awarded to business concerns that are located in or owned in substantial part by persons residing in the Section 3 area.

The Town of Shubuta reserves the right to reject any and all proposals. The Town of Shubuta is an Equal Opportunity Employer, M/F/H.

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