



NORTHEAST MISSISSIPPI PLANNING & DEVELOPMENT DISTRICT

**619 E. PARKER DRIVE ♦ POST OFFICE BOX 600
BOONEVILLE, MS 38829**

**SHARON GARDNER
EXECUTIVE DIRECTOR**

TELEPHONE
(662) 728-6248
Fax (662) 728-2417
AREA AGENCY ON AGING
(662) 728-7038
1-800-745-6961

February 18, 2016

Mississippi Development Authority
P O Box 849
Jackson, Ms. 39205-0849

Re: Tishomingo County/CDBG/ED Project
Public Building & Infrastructure Improvements
Belmont, MS.

Dear Sirs:

Enclosed is a copy of the request for bids for public building and infrastructure improvements in connection with a Community Development Block Grant project for Tishomingo County, MS.

Contact me with any questions or concerns.

Sincerely,

Wanda Christian
Economic Development Coordinator

Enclosures

REQUEST FOR PROPOSAL FOR ENGINEERING SERVICES

Tishomingo County requests proposals from qualified firms or individuals to provide engineering services for work related to the implementation of a CDBG grant/FY2016 for Economic Development. You are invited to submit a proposal in accordance with this request to, Greg Collier, President, Tishomingo County, 1008 Battleground Drive, Iuka, MS. 38852, not later than 4:00 p.m. on March 01, 2016.

The engineer will be responsible for performing all engineering services through the project closeout in accordance with federal, state, and local laws, regulations and policies. The scope of work includes but is not limited to the following: 1) prepare plans and specifications, 2) distribute bid documents, 3) assist in bid opening and prepare bid tabulation, 4) assist in the execution of construction contracts, 5) hold pre-construction conference, and 6) perform construction inspection including periodic reports to Tishomingo County and the approval of all payment requests.

Tishomingo County is an Equal Opportunity Employer and encourages Minority-owned Business Enterprises (MBEs) and Woman-owned Business Enterprises (WBEs) to submit proposals. Tishomingo County also encourages Section 3 eligible businesses to submit proposals. 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 Tishomingo County and its contractors that participate in the above referenced Program give opportunities for job training and employment to lower income residents of Tishomingo County. Section 3 also requires that contracts for work in connection with the Section 3 area 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/ED/2016 Engineering Services."

Proposals will be evaluated on the following factors:

- 1) Qualifications- List of qualifications of persons to be assigned to the project. (40 points)
- 2) Experience- Information regarding the experience of the firm. This information should include types of project activities undertaken. (40 points)
- 3) Capacity for Performance-Identify the number and title of staff available to be assigned to provide services. (20 points)

Tishomingo County-Board of Supervisors will rate and evaluate each proposal. The County may hold proposals for a period of time not to exceed thirty (30) days for the purpose of reviewing the content of the proposals. Tishomingo County reserves the right to reject any and all proposals.

Subject to CDBG award(s) and the removal of all environmental conditions, Tishomingo County will award a contract with the qualified individual or firm whose proposal has the highest number of cumulative points issued by the Board of Supervisors and determined to be the most advantageous to Tishomingo County, 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.

Tishomingo County reserves the right to reject any and all proposals at any time.

Greg Collier, President