



NORTHEAST MISSISSIPPI PLANNING & DEVELOPMENT DISTRICT

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March 31, 2016

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

Re: Town of Burnsville/CDBG/PF Water Project
Engineering Proposals

Dear Sirs:

Enclosed is a copy of the request for engineering proposals for a public facility/water improvements project in connection with a Community Development Block Grant project for the Town of Burnsville, MS.

Contact me with any questions or concerns.

Sincerely,

A handwritten signature in cursive script that reads "Wanda Christian".

Wanda Christian
Economic Development Coordinator

Enclosures

REQUEST FOR PROPOSAL FOR ENGINEERING SERVICES

The Town of Burnsville requests proposals from qualified firms or individuals to provide engineering services for work related to a CDBG grant/FY2016 for Public Facilities/Water Improvements. You are invited to submit a proposal in accordance with this request to, David Nixon, Mayor, Town of Burnsville, P O Box 308, Burnsville, Mississippi 38852, not later than 4:00 p.m. on April 12, 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 the Town of Burnsville and the approval of all payment requests.

The Town of Burnsville is an Equal Opportunity Employer and encourages Minority-owned Business Enterprises (MBEs) and Woman-owned Business Enterprises (WBEs) to submit proposals. The Town of Burnsville 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 the Town of Burnsville and its contractors that participate in the above referenced program give opportunities for job training and employment to lower income residents of the Town of Burnsville. 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/PF/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)

The Town of Burnsville Mayor and Board of Aldermen will rate and evaluate each proposal. The City may hold proposals for a period of time not to exceed thirty (30) days for the purpose of reviewing the content of the proposals. The Town of Burnsville reserves the right to reject any and all proposals.

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

The Town of Burnsville reserves the right to reject any and all proposals at any time.

David Nixon, Mayor