



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

March 31, 2016

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

Re: Town of Potts Camp/CDBG/PF Street Project
Engineering Proposals

Dear Sirs:

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

Contact me with any questions or concerns.

Sincerely,

Wanda Christian
Economic Development Coordinator

Enclosures

REQUEST FOR PROPOSAL FOR ENGINEERING SERVICES

The Town of Potts Camp requests proposals from qualified firms or individuals to provide engineering services for work related to a CDBG grant/FY2016 for Public Facilities/Street Improvements. You are invited to submit a proposal in accordance with this request to, Mary Houston, Mayor, Town of Potts Camp, P O Box 57, Potts Camp, MS, 38659, 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 Potts Camp and the approval of all payment requests.

The Town of Potts Camp is an Equal Opportunity Employer and encourages Minority-owned Business Enterprises (MBEs) and Woman-owned Business Enterprises (WBEs) to submit proposals. The Town of Potts Camp 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 Potts Camp 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 Potts Camp. 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 Potts Camp Mayor and Board of Aldermen will rate and evaluate each proposal. The Town 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 Potts Camp reserves the right to reject any and all proposals.

Subject to CDBG award(s) and the removal of all environmental conditions, The Town of Potts Camp 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 Potts Camp, 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 Potts Camp reserves the right to reject any and all proposals at any time.

Mary Houston, Mayor