



NORTHEAST MISSISSIPPI PLANNING & DEVELOPMENT DISTRICT

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March 31, 2016

MDA
P O Box 849
Jackson, Ms. 39205-0849

Re: City of Iuka/CDBG/PF Sewer Project
Engineering Proposals

Dear Sirs:

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

Contact me with any questions or concerns.

Sincerely,

A handwritten signature in blue ink that reads "Wanda Christian". The signature is written in a cursive, flowing style.

Wanda Christian
Economic Development Coordinator

Enclosures

REQUEST FOR PROPOSAL FOR ENGINEERING SERVICES

The City of Iuka requests proposals from qualified firms or individuals to provide engineering services for work related to a CDBG grant/FY2016 for Public Facilities/Sewer Improvements. You are invited to submit a proposal in accordance with this request to, John Castleberry, Mayor, City of Iuka, 116 South Main Street, Iuka, 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 City of Iuka and the approval of all payment requests.

The City of Iuka is an Equal Opportunity Employer and encourages Minority-owned Business Enterprises (MBEs) and Woman-owned Business Enterprises (WBEs) to submit proposals. The City of Iuka 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 City of Iuka and its contractors that participate in the above referenced program give opportunities for job training and employment to lower income residents of the City of Iuka. 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 City of Iuka 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 City of Iuka reserves the right to reject any and all proposals.

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

John Castleberry, Mayor