

LEGAL NOTICE
MADISON COUNTY, MISSISSIPPI
REQUEST FOR PROPOSALS FOR ENGINEERING SERVICES

Madison County requests proposals from qualified firms or individuals to provide engineering services for work related to the implementation of approved FY 2023 CDBG project(s). You are invited to submit a proposal, in accordance with this request, by either of the following methods:

1. Sealed bids will be received no later than **3:00 p.m. local time on April 8, 2022**, at the Madison County Chancery Clerk's office, Room 225-228, 146 West North Street, Canton, MS 39046. All sealed bids submitted to the Chancery Clerk's office shall be marked on the outside face of the envelope "**Proposal for CDBG Engineering Services**" and shall have the bidder's Certificate of Responsibility Number written on the outside of the envelope. If any envelope is not so marked, said bid shall not be opened and considered.
2. Electronic bids will be received no later than **3:00 p.m. local time on April 8, 2022**, as a PDF file via Madison County's website at <http://www.madison-co.com/bids>. Each bidder submitting a bid electronically as a PDF file shall include its Certificate of Responsibility Number as part of its PDF electronic bid submittal. Any electronic PDF bid that does not include the bidder's Certificate of Responsibility Number shall not be considered.

The Engineer will be responsible for performing all engineering services through 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 and approve all payment requests.

Madison County is an Equal Opportunity Employer. The County encourages Minority-owned Business Enterprises (MBEs) and Woman-owned Business Enterprises (WBEs) to submit proposals. The 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 the County and its contractors that participate in the above referenced Program give opportunities for job training and employment to lower income residents of Madison County. Section 3 also requires that contracts for work in connection with the Section 3 area be awarded to Section 3 eligible business concerns.

Proposals will be evaluated on the following factors: Qualifications (40 points), Experience (40 points) and Capacity for Performance (20 points). To be evaluated properly, the following must be addressed in detail:

Qualifications – List of qualifications of persons to be assigned to project;

Experience - Information regarding the firm's experience and the projects previously undertaken, including the type and amount of grants awarded, the project activities, and the status of the projects;

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

The County will designate a selection committee to evaluate each proposal. The selection committee may

hold proposals for a period of not to exceed thirty (30) days for the purpose of reviewing the content of the proposals and investigating the qualifications of the firms and assigned individuals. The County reserves the right to reject any and/or all proposals.

Subject to CDBG award(s) and the removal of all environmental conditions, the County will award a contract with the qualified individual or firm whose proposals has the highest number of cumulative points issued by the selection committee and determined to be the most advantageous to the County, price and other factors considered. The contract will include scope and extent of work and other essential requirements. An individual 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 County has the authority to terminate the selection at any time.