

REQUEST FOR PROPOSALS FOR ENGINEERING SERVICES #2025-044WL
City of Tupelo

City of Tupelo requests proposals from qualified firms or individuals to provide Engineering services for work related to an application for a water infrastructure project with potential funding from: Appalachian Regional Commission and/or other federal funding agencies. This Request for Proposal includes the preparation of a preliminary cost estimate to be used in the application and project Engineering services if the project is awarded. You are invited to submit a proposal, in accordance with this request, to **City Hall, 71 E, Troy Street, Tupelo MS 38804, Attention Cade Armstrong no later than 3:00 p.m. on Wednesday, December 31, 2025.**

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 the following: 1) prepare preliminary cost estimate and preliminary Engineering report; and if grant is awarded 2) prepare plans and specifications, 3) distribute bid documents, 4) assist in bid opening and prepare bid tabulation, 5) assist in the execution of construction contracts, 6) hold preconstruction conference, and 7) perform construction inspection including periodic reports to City of Tupelo and approve all payment requests.

The City of Tupelo is an Equal Opportunity Employer. City of Tupelo encourages Minority owned Business Enterprises (MBEs) and Woman owned Business Enterprises (WBEs) to submit proposals.

All proposals must be submitted in a sealed envelope and marked with the following language on the outside of the package: Proposal for Engineering Services with Bid Number 2025-044WL. 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 person 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 projects activities, and the status of projects.

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

The City of Tupelo will evaluate each proposal. They 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 City of Tupelo reserves the right to reject and/or all proposals.

Subject to grant award and the removal of all environmental conditions, the City of Tupelo will award a contract with the qualified individual or firm whose proposal has the highest number of cumulative points issued by the selection committee and determined to be the most advantageous to the City of Tupelo, 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 the awarded

project, and the contract will be on a fixed price basis. The City of Tupelo has the authority to terminate the selection at any time.

PLEASE PUBLISH AS A LEGAL AD IN THE DAILY JOURNAL ON Tuesday, December 9th and Tuesday, December 16th, 2025.

Note: Please send certified proofs of publication to:

**Shelley Adams
Three Rivers PDD
Post Office Box 690
Pontotoc, Mississippi 38863**

and

**City of Tupelo
Attn: Abby Christian
71 East Troy Street
Tupelo MS 38804**

Bill to: City of Tupelo