



AGENDA REQUEST

TO: Mayor and City Council

FROM: Abby Christian, Grant Writer

DATE 19 May 2026

SUBJECT: IN THE MATTER OF REVIEW OF THE RESPONSES TO RFQ 2026-019PW AND AWARD TO THE MOST RESPONSIBLE OFFEROR WHOSE PROPOSAL IS MOST ADVANTAGEOUS TO THE CITY OF TUPELO AS DETERMINED BY THE EVALUATION CRITERIA CONTAINED IN THE RFP - HDR – FY22 RAISE PRELIMINARY ENGINEERING MAY 2026

Request: The recommendation of the committee is to reward RFQ 2026-019PW to HDR, as they had the highest cumulative score.

Selection Criteria. A selection committee of five (5) members evaluated the qualifications submitted. The City of Tupelo evaluated consultants that submitted letters of interest, considering qualifications, ability of professional personnel, past record and experience, performance data on file, willingness to meet time requirements, workload of the consultant, and other qualifications-based factors. The following project specific evaluation factors and weighting were utilized in the review of the proposals submitted:

Criteria Weighting.

- 1) Project Understanding & Approach 20%
- 2) Firm Experience, Similar Projects 20%
- 3) Specialized Expertise, Key Personnel 30%
- 4) Workload Capacity 10%
- 5) Past Performance, References 20%