REQUEST FOR QUALIFICATIONS FOR PROJECT MANAGEMENT

The Brazil-Sumner Water Association requests proposals from qualified firms or individuals to provide Project Management Services for work related to the implementation of an approved FY 2022 Rural Water Association Infrastructure Grant (RWAIG) project. You are invited to submit a proposal, in accordance with this request, to the Water Association Clerk, Brazil-Sumner Water; P O Box 444; Sumner, MS 38963, no later than 4 p.m. on May 15, 2023.

The Project Manager shall perform all the necessary management services to properly carry-out the activities related to the project, in accordance with State and RWAIG prescribed rules, regulations, policies, and State law. The Project Manager will also provide all necessary administrative services to properly carry out all activities in the RWAIG Project through closeout, in accordance with all applicable Federal Regulations, policies and state law;

Provide general program management to include: Accounting (excluding independent audit), including requests for payment, requests for change orders, etc., Preparation of all required reports to the Mississippi Department of Health, and Implementation and maintenance of applicable State and Federal laws, regulations and requirements; Establish and maintain a detailed filing system to organize information supplied by the project engineer and any hired contractors, including necessary forms, reports on program performance, and financial aspects of the managed program; Assist in the administration of any related site visits, program monitoring visits, and closeout of the project; Work closely with other project professional, including architect, engineer, and legal services professional, through project completion; Act as liaison between Brazil-Sumner Water Association and the funding agency for the duration of this project; and Other such project management services as deemed appropriate by the county, the project manager, and the funding agency.

The contract will be on a fixed price basis.

Those desiring consideration should submit 1 Original and 6 Copies of your proposal by 4:00 p.m. local time on Monday, May 15, 2023 and must include the following:

1. Qualifications – List of qualifications of each staff person to be assigned to project.

2. Experience – Information regarding the experience of the firm. This information should include types of project activities previously undertaken.

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

All proposals will be rated on the following system to determine the best offeror: Qualifications – 40, Experience – 40, Capacity – 20, Total: 100 points.

Please include a copy of the firm’s registration in the E-Verify system.

The Brazil-Sumner Water Association Board will meet to evaluate each proposal. The association 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 association reserves the right to reject any and/or all proposals and waive any irregularities.

Subject to RWAIG award(s) and the removal of all environmental conditions, the Brazil-Sumner Water will award a contract with the qualified individual or firm whose proposal has the highest number of cumulative points issued by the board and determined to be the most advantageous to the association, 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 Brazil-Sumner Water Association has the authority to terminate the selection at any time.

Advertisement Run Dates: May 4, 2023