

RURAL WATER ASSOCIATIONS INFRASTRUCTURE GRANT (RWAIG) PROGRAM

ENGINEERING SERVICES PROCUREMENT INSTRUCTIONS

Subgrantees must follow federal procurement guidelines detailed within the Uniform Guidance (2 CFR 200), which establishes uniform administrative requirements, cost principles, and audit requirements for federal awards to non-federal entities, when procuring all engineering service providers. A sample advertisement is provided for engineering services below. All engineering services costs which are requested for reimbursement must be procured in this manner.

Engineering Services Procurement Requirements

- Subgrantees must provide a copy of the advertisement and proof of publication for the public advertisement.
- Subgrantees must provide documentation demonstrating proof that the advertisement was submitted and entered into the Mississippi Procurement Technical Assistance Program's (MPTAP) online Agency Bid Bank (<https://agencybidbank.mississippi.org/>).
- Subgrantee must provide documentation of compliance with 2 CFR 200 requirements for M/WBE solicitation.
- Subgrantees must provide an electronic copy (pdf) of all proposals received.

Targeted Solicitation of Professional Services to Target Outreach for MBE/WBE

Subgrantee must provide documentation of compliance with 2 CFR 200 requirements for M/WBE solicitation. The Subgrantee may comply with 2 CFR 200 requirements for M/WBE solicitation by completing one of the following two options [one or the other]:

- Subgrantee must email the following memo and a copy of the advertisement to Dr. Latonia Lewis, Mississippi Development Authority, Minority Business Division, at the following email address: llewis@mississippi.org. Dr. Lewis' office will copy the subgrantee when the advertisement is sent to firms in the Mississippi Development Authority Minority Business Directory. Subgrantees must provide the email sent to Dr. Lewis and the email sent by Dr. Lewis' office.
- Subgrantee can choose to perform a targeted solicitation for professional services. To complete a targeted solicitation, the subgrantee can directly contact firms with the following memo and Request for Proposal. The subgrantee should directly contact at least three firms who provide the type of needed professional service from the directory located at <https://minority.mississippi.org/DirectorySearch.aspx>. Documentation of the outreach efforts, such as certified mail receipts or email, must be provided to confirm the targeted solicitation was completed correctly. Subgrantees should request and document a response from all solicited firms.

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Proposal Ranking

A sample ranking form is also provided for Rural Water Association (RWA) use. Each RWA should establish the minimum score (example – 60 points) that a complete proposal by an appropriately licensed provider should receive. This minimum score is to assist with ensuring an impartial technical evaluation was completed. Any score is allowed by each member, if provided justification for a score below the minimum score is agreed upon by the selection committee.

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ADVERTISEMENT MEMORANDUM

TO: Mississippi Procurement Technical Assistance Program (MPTAP)
Mississippi Development Authority, Minority & Small Business Development
P. O. Box 849
Jackson, MS 39205
E-mail: llewis@mississippi.org

FROM: (Grant Recipient)

DATE: (Date)

RE: American Rescue Plan Act
Rural Water Association Infrastructure Grant
MBE/WBE Solicitation
Engineering Services

Attached you will find an advertisement that will be/has been sent to (Newspaper) for printing on (Publishing dates) for Engineering Services. Please immediately inform all MBE/WBE firms that have the potential to participate as prime contractors, subcontractors, or suppliers for our project. Please direct any questions that you may have to (Grant Recipient) at (Contact Number).

Attachments

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REQUEST FOR PROPOSALS FOR ENGINEERING SERVICES

The **RURAL WATER ASSOCIATION** (OWNER) requests proposals from qualified firms or individuals to provide engineering services on an as needed basis for a project funded by the Mississippi State Department of Health American Rescue Plan Act: Rural Water Associations Infrastructure Grant Program.

You are invited to submit five (5) copies of a proposal, in accordance with this request, by mail or hand-delivered to: **RWA ADDRESS (PH: RWA PHONE)** no later than **TIME**, on **DATE**.

Selection of an Engineer will be based on the criteria established in this Legal advertisement. Engineer(s) shall not submit any cost or price information with their proposals. Engineer(s) should submit complete proposals sufficient for final selection of the most qualified engineer. The selected Engineer will provide all engineering services through project closeout in accordance with federal, state, and local laws, regulations, and policies. The scope of work may include, but is not limited to, the following: 1) planning services and/or guidance in selecting a project based on system needs; 2) preparation of plans and specifications; 3) distribution of bid documents and any addenda to such documents; 4) assistance in bid opening and preparation of bid tabulation; 5) assistance in the execution of construction contracts; 6) holding pre-construction conference; 7) providing construction management services, including review/approval of payment applications, preparation of change orders, attendance at regular meetings with construction contractor, and performance of construction observation including periodic reports to the OWNER, and 8) assistance with project closeout. The final scope of work will be negotiated at the time of contract execution.

The OWNER is an Equal Opportunity Employer. The OWNER encourages Minority-owned Business Enterprises (MBEs) and Women-owned Business Enterprises (WBEs) to submit proposals.

Based on the Assistance Listing: Coronavirus State and Local Fiscal Recovery Funds and Part 2 of the US Treasury State and Local Fiscal Recovery Funds Compliance and Reporting Guidance (v3.0 February 2022) (Compliance Guide), the following Uniform Guidance provisions apply to the ARPA/CSLFRF grant award:

- Subpart A, Acronyms and Definitions
- Subpart B, General provisions
- Subpart C, Pre-Federal Award Requirements and Contents of Federal Awards (except 2 CFR 200.204, .205, .210, and .213)
- Subpart D, Post Federal; Award Requirements (except 2 CFR 200.305(b)(8) & (9), .308, .309, and .320(c)(4))
- Subpart E, Cost Principles
- Subpart F, Audit Requirements
- 2 CFR Part 25 (Universal Identifier & System for Award Management)
- 2 CFR Part 170 (Reporting Subaward and Executive Compensation Information)
- 2 CFR Part 180 (OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Non-procurement))
- Executed contracts shall include provisions for Non-Federal Entity Contracts Under Federal Awards listed in Appendix II to Part 200

All proposals must be submitted in a sealed envelope and marked with the following language: "Proposal for Engineering Services for MSDH RWAIG Project." Proposals will be evaluated on the following factors: Qualifications (40 points), Experience (40 points), and Project Knowledge (20 Points). To be evaluated properly, the following must be addressed in detail:

- **Qualifications** –The qualifications of the firm and persons assigned to the project;
- **Experience** – The firm's experience and the projects previously undertaken, the project activities, and the status of the projects;

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- **Project Knowledge** – Familiarity with the OWNER’s infrastructure and regulatory requirements of similar funding programs

The OWNER will designate a selection committee to evaluate each proposal. The selection committee may hold proposals for a period 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 OWNER reserves the right to reject any and/or all proposals. The OWNER 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 OWNER, all factors considered. The contract will include scope and extent of work and other essential requirements. The contract will be on a fixed price basis. The OWNER has the authority to terminate the selection at any time.

Publication Date: DATE

RWA RESPONSIBLE OFFICIAL

RWA RESPONSIBLE OFFICIAL TITLE

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ENGINEERING PROPOSAL TECHNICAL EVALUATION

Criteria	Maximum Points Available	Firm A:	Firm B:
<i>Qualifications</i>	40		
<i>Experience</i>	40		
<i>Project Knowledge</i>	20		
<i>Total</i>	100		

- Qualifications –The qualifications of the firm and persons assigned to the project;
- Experience – The firm’s experience and the projects previously undertaken, the project activities, and the status of the projects;
- Project Knowledge – Familiarity with the OWNER’s infrastructure and regulatory requirements of similar funding programs

As per 2 CFR 200.320, a non-Federal entity may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby offeror's qualifications are evaluated and the most qualified offeror is selected, subject to negotiation of fair and reasonable compensation...**The non-Federal entity must have a written method for conducting technical evaluations of the proposals received and making selections.**

Evaluation Method:

All selection committee members must evaluate all proposals. To ensure a fair and competitive procurement, a written justification of scores under **MIN SCORE ESTABLISHED BY RWA** will be required from each member of the selection committee who scores a proposal in this manner. Scores of this type are not typically found in an impartial technical evaluation of qualified professional services providers and can be an indicator of improper procurement practices. Without a written justification accepted by the selection committee, all scores from that committee member will be disqualified to ensure the impartiality of the procurement process. Attach justification to this page if necessary.

Selection Committee Member Name

Selection Committee Member Signature

Date