

## REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES

The City of Wiggins requests sealed proposals from qualified firms or individuals to provide Engineering Services to be submitted to the City of Wiggins at 117 N. First Street, Wiggins, MS 39577 no later than 5 p.m. on September 19, 2023. Engineering Services will be related to the implementation of American Rescue Plan Act (ARPA) funds. These projects are generally related to water, sewer, and drainage improvements. Projects will be funded through the ARPA program, and may have other local, state, or federal matching funds included.

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

The Engineer will be responsible for preparing project cost estimates, providing 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, 6) perform construction engineering inspection services, and 7) coordinate with regulatory authorities.

All proposals must be submitted consisting of 1 original and 5 copies, in a sealed envelope and marked with the following language: "Proposal for ARPA Engineering Services." 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 projects activities, and the status of the projects;
- Capacity for Performance – Identify the number and title of staff assigned to provide services and identify the location of the office that will manage the work.

The City of Wiggins will evaluate each proposal by committee. 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 City of Wiggins reserves the right to reject and and/or all proposals.

Subject to the removal of all applicable conditions consistent with American Rescue Plan Act, the City of Wiggins will award a contract to 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 Wiggins, price and other 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 City of Wiggins has the authority to terminate the selection at any time.