

**REQUEST FOR QUALIFICATIONS
TO
PROVIDE PROFESSIONAL SERVICES**

The New Albany Light, Gas, and Water Department (NALGW) and the Mayor and Board of Aldermen of the City of New Albany invite and will consider Qualifications from qualified firms and individuals who are interested in partnering with the city to provide professional services, if so needed, on a prospective water distribution project, as well as, several sewer rehabilitation projects the city is looking to pursue. These projects may be funded by The American Rescue Plan Act – Mississippi Municipality and County Water Infrastructure Grant program (MCWI) and /or other federal and state funds. Qualified individuals/firms must have previous experience, knowledge, and industry specific expertise in the design and construction of domestic water distribution systems and rehabilitation of sewer infrastructure/facilities (i.e. domestic water treatment, domestic water supply wells, replacement of water distribution infrastructure, rehabilitation of sewer pumping stations, etc...), specifically, and shall demonstrate this in their Qualifications.

Qualification(s) shall be sealed in an envelope and submitted to the Office of the City Clerk, at the below designated address, by no later than 10:00 AM on Wednesday June 29th, 2023. Sealed envelopes, containing Qualification(s), shall bear on the outside “Professional Services Qualifications”, as well as, the name and address of the Proposer.

City Clerk’s Office
P.O. Box 56
101 W Bankhead Street
New Albany, MS 38652

If the city elects to utilize a third-party professional services provider, on this project, the firm or individual selected through this process, would be utilized to provide engineering services through the project close-out in accordance with all federal, state, and local laws, regulations, and policies, including but not limited to, the following scope:

1. Prepare and present a conceptual design plan, and projected cost estimate of proposed project.
2. Prepare plans and specifications for proposed project, including all services required for design and engineering phases of project (i.e. field data collection, preliminary engineering, and final design)
3. Prepare and distribute bid packets, ensuring that all Federal and State requirements are met in contract preparation.
4. Assist in bid opening and preparation of bid tabulation.
5. Assist in getting executed contracts in-place.
6. Conduct preconstruction conference with Contractor and NALGW representative, documenting discussion topics in meeting minutes.
7. Conduct on-site inspections to review ongoing progress of work, and submit progress reports to the NALGW representative, as well as, sign-off on Contractor pay requests, prior to payment by Owner.
8. Provide all other services necessary for execution of the project including, but not limited to: consultations, topographical surveys, supervision, travel, as-builts/record drawings, ROW easements, quality assurance, materials testing, inspection services, construction engineering and any incidental costs.

Qualification(s) will be evaluated on the following categories:

1. Design Team Qualifications – Provide an outline of the proposed design team, and the pertinent qualifications associated with each team member. (40 points)
2. Experience – Provide information regarding team experience with projects of the like, and list projects previously undertaken, including a description and associated dollar amount of the completed construction project. (40 points)
3. Capacity for Performance – Identify the current availability of your team members, or when they will be available to begin work on this project. (20 points)

Qualification(s) will be evaluated and rated based on the above categories, by representative(s) of the Mayor and Board of Aldermen, after which time, a recommendation will be made to the Mayor and Board, as to the best firm or individual to provide the professional services for this project. The City, at its discretion, may not make an award for a period of thirty (30) days for the purpose of reviewing the content of the qualification packets and ensuring their authenticity. The City reserves the right to reject any/all Qualification(s), at its sole discretion, and for whatever reason it deems fit, or terminate the selection process at any time, for any reason.

If an award is made, the City will award a contract with the qualified firm or individual who has the highest number of cumulative points, established by representative(s) of the Mayor and Board of Aldermen, and is determined to be the most advantageous to the City, all factors being considered. Any questions regarding the requested Qualification(s) shall be submitted in writing to William Denton at wdenton@nalgw.com. The deadline for submitting questions is Thursday June 22nd, 2023, at 5:00 PM.