

REQUEST FOR QUALIFICATIONS

Notice is hereby given that sealed or electronic request for qualifications will be received by the Board of Supervisors of Jackson County, Mississippi until 12:00 noon (CDT) on Monday, February 18, 2019, and said requests are to be opened and read aloud at 1:00 p.m. in the Board of Supervisors' Meeting Room located in the Jackson County Services Building, 2915 Canty Street, Pascagoula, MS 39567.

Envelopes containing the qualifications must be sealed, stamped and received by 12:00 noon on Monday, February 18, 2019. Please submit five (5) copies addressed to Josh Eldridge, Clerk of the Board, c/o Land Records Department, 2915 Canty Street, Suite R, Pascagoula, MS 39567 and designated as request for the following items described, to wit:

COMPETITIVE PROPOSALS FOR CIVIL ENGINEERING SERVICES AND MONITORING SERVICES

If any envelope is not so marked, any request contained therein will not be considered.

All qualifications shall be submitted in a sealed envelope addressed to the Chancery Clerk of Jackson County. If a qualification is submitted by mail, the post office address of the Chancery Clerk is P.O. Box 998, Pascagoula, MS 39568-0998. Qualifications may be delivered to Joshua Eldridge, Chancery Clerk, c/o Land Records Department, 2915 Canty Street, Suite R, Pascagoula, MS 39567.

All envelopes should contain the firms name and mailing address on the face of the envelope and also specify the name of the request item.

Firms will have the option of submitting their qualifications sealed in an envelope addressed to the Clerk of the Board or electronically through www.jacksoncoplans.com. Scope of work and qualification criteria can be downloaded at www.jacksonco.plans.com. Any questions relating to the electronic process can be addressed to Planhouse Document Management at 1-662-687-1209.

When submitting an electronic qualification, the qualification must be submitted in "PDF" format and shall contain the same information and forms as required for the paper qualifications. If an electronically submitted qualification has a corrupted attachment, the qualification will be considered null and void.

The Jackson County Board of Supervisors reserves the right to reject any or all qualifications on any or all projects and to waive informalities.

GIVEN UNER MY HAND AND OFFICAL SEAL OF OFFICE THIS 7TH DAY OF JANUARY 2019.

BY: JOSHUA ELDRIDGE, CHANCERY CLERK
BOARD OF SUPERVBISORS
P.O. BOX 998
PASCAGOUA, MS 39568-0998

RUN: TWO (2) TIMES
01/13/2019
01/20/2019
OPEN: FEBRUARY 18, 2019

JACKSON COUNTY BOARD OF SUPERVISORS

REQUEST FOR QUALIFICATIONS

for

COMPETITIVE PROPOSALS for CIVIL ENGINEERING SERVICES AND MONITORING SERVICES

1. INTRODUCTION

Notice is hereby given that the Board of Supervisors of Jackson County, Mississippi, has a need to retain Civil Engineering Services. The Jackson County Board of Supervisors (JCBOs) intends to enter into a Professional Services Contract with one (or more) Civil Engineering firm(s) and/or consultant(s) for Federal Emergency Management Agency (FEMA) disaster recovery related projects due to Hurricane Nate. The Clerk of the Board will receive sealed or electronic Request for Qualifications from qualified Engineering firms and/or individuals to provide professional Civil Engineering and monitoring services for debris removal of Navigable Waterway Channel Dredging sites.

Minority-owned, Women's Business Enterprises, and Emerging Small Business Enterprises will be afforded full opportunity to submit their proposal in response to this solicitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award of any contract entered herein pursuant to this advertisement.

The selected firm(s) and/or consultant(s) will be asked to provide civil engineering services and monitoring services for the following sites based on an agreed-upon specific scope of services and fees.

Navigable Channel Dredging – Group 1: Upper Davis Bayou, Upper Davis Side Bayous, Heron Bayou and Vaughn Bayou

Navigable Channel Dredging – Group 2: Ocean Springs Harbor, Simmons Bayou, Stark Bayou, Lake Mars

Navigable Channel Dredging – Group 3: Old Fort Bayou, Morton Bayou, Keiffer Bayou, Bayou Porteaux, St. Martin Bayou and East Prong

Navigable Channel Dredging – Group 4: Graveline Bayou Waterway, Vaughndale Bayou Waterway, Sandalwood Bayou Waterway, Cedar Point Bayou Waterway, and Bayou Chicot Waterway.

2. SCOPE OF SERVICES

The selected firm(s) and/or consultant(s) shall be responsible for Civil Engineering services and monitoring services in accordance with applicable Federal and State laws, regulations and procedures. The selected firm(s) and/or consultant(s) will be provided a contract for a period of one year from the date of the signed agreement for engineering services and monitoring services. The Jackson County Board of Supervisors reserves the right to terminate the agreement if it determines it is in its best interest of the county or extend the contract for up to four (4) consecutive years, if it elects to do such. The specific scope of work, schedule, and fee for each task will be agreed upon in writing. The selected firm(s) and/or consultant(s) shall have demonstrated experience in the following types of work:

- a. Civil Engineering;
- b. Permitting;
- c. Environmental surveys for soil testing and underwater vegetation;
- d. Compliance with all aspects of project design and implementation;
- e. Construction Administration pertaining to all dredging contract documents which includes but not limited to bidding requirements, bid forms, contract forms, general requirement specifications, technical requirements, and special provisions;
- f. Construction Inspection;
- g. Dredge Site and Disposal Monitoring.

Monitoring services are to be in compliance with the FEMA 327 Debris Monitoring Guide and will include the following: provide schedule of hourly labor fees; conduct and document certification of trucks/barges used in transport of dredging debris to certified disposal site(s); provide onsite monitor(s), provide and track certified load tickets and tipping fees; and provide daily logs of performance.

3. STATEMENT OF QUALIFICATION SUBMISSION GUIDELINES

Submitted qualifications of the firm(s) and/or consultant(s) shall at a minimum include the following information for Civil Engineering Services. Additional information should be provided to evaluate the firm's capabilities to meet the monitoring services needs of the Jackson County Board of Supervisors. Please do not submit any items that must be returned. All submitted information shall be bound by plastic or wire binding in 8 1/2" by 11" format.

- a. Cover Sheet: Included with the submittal shall be Attachment "A", Cover Sheet.
- b. Firm/Consultant Capabilities: This relates to the firm's capabilities to provide Civil Engineering services for various types of projects related to the county's Navigable Dredging work. This section should demonstrate the firm's capabilities for a variety of anticipated work as described in the Scope of Services, Section 3.0.
- c. Firm/Consultant Organization: This relates to the key personnel that will be assigned to JCBOS projects. The "Principal Contact" shall remain the point of contact for the duration of the contract. If the firm has a local office within 50 miles of Jackson County, MS, as well as an office that is not local to the County, the staffing of the local office must be clearly indicated separately from the organization's total staffing. Key technical personnel within the organization should also note their related experience on the proposal.
- d. Rate Sheet: This identifies the rates only for monitoring related personnel positions proposed to work on the county's Hurricane Nate Navigable Waterway Dredging Sites projects. It is expected that the rate will remain in effect for the duration of the contract. In no case shall the rate be changed unless agreed to in writing by the JCBOS. The rate shall also include the standard mark-up rates for use of sub-consultants and allowable reimbursables. All sub-consultants utilized by the firm shall be approved by the JCBOS prior to work on an JCBOS project.

- e. References: A list, including a minimum of five references that the JCBOS can contact to evaluate the organization's past work experience/performance shall be provided. The references should include contact information, project title, and a description of the work completed for each reference. The references shall be of similar work type to those items listed in the Scope of Services, Section 3.0.

The candidate firms acknowledge and agree that in submitting a Statement of Qualifications pursuant to this Request, the preparation of all materials for submittal and all presentations are at their sole cost and expense, and the JCBOS shall not, under any circumstances, be responsible for any cost or expense incurred by the candidate firms in this regard. In addition, the candidate firms acknowledge and agree that all submitted information is accurate and shall remain the property of the JCBOS.

4. SELECTION CRITERIA AND PROCESS

Each submittal shall be judged as to the firm(s) and/or consultant(s) capabilities and experience to perform Civil Engineering services and monitoring services in the fields related to needs of the JCBOS noted in the Scope of Services, Section 3.0. Selection of the firm(s) and/or consultant(s) will be determined at the sole discretion of the JCBOS Selection Committee based on the following:

MAXIMUM POINTS

a. **QUALIFICATIONS** – information reflecting qualifications of key personnel to be assigned to provide services. Each firm and/or consultant will be evaluated on the experience and education of the key personnel that will be assigned to the county's projects. Each firm and/or consultant will be evaluated on its ability to provide civil engineering services in a timely manner. Items to be considered include number of qualified staff (emphasis on local staffing), supporting technical staff, availability of equipment and facilities. Registration as a professional civil engineer and land surveyor in the State of Mississippi is considered a requirement in the ability to complete the work.

30

b. **EXPERIENCE** – information regarding the experience of the firm. The information submitted should as a minimum include: (1) types of program(s); (2) the amount of funds; (3) Types of project activities undertaken; (4) The request for qualifications should include detailed information regarding the experience in civil engineering projects. Each firm will be evaluated on its demonstrated capabilities and experience to provide civil engineering services to the JCBOS. Each firm will be evaluated on its familiarity with federal, state and local regulations and procedures. Past performance of similar types of work will be reviewed and judged on quality of work, adherence to schedule, availability, and compliance to local codes and regulation.

40

c. **CAPACITY FOR PERFORMANCE** – identify number and title of staff available to provide services. As evidence of ability, the County will consider previous records regarding performance. 20

d. **MONITORING COSTS** – identify estimated number of hours per category or labor schedule along with hourly rates. 10

TOTAL POINTS 100

Through board minutes, the JCBOS will choose a Selection Committee to evaluate and review the submitted request for qualifications based on the above criteria. The selected firm(s) and/or consultant(s) will be short-listed. Based on the submittals and interviews (if needed), firm(s) and/or consultant(s) will be recommended to the JCBOS for a Professional Engineering Services Contract including monitoring services. Upon the JCBOS' approval, the contract will be awarded.

The JCBOS recognizes that the selected firm(s) and/or consultant(s) may not have experience or capacity to provide professional services in all disciplines which may be required for a specific project. Thus, the JCBOS may require the firm(s) and/or consultant(s) to supplement their capabilities with a sub-consultant(s). It is important to describe these partnerships; however, the selection of the civil engineering firm(s) and/or consultant(s) will be based on the submitting firm(s) and/or consultant(s) capabilities as described in the preceding selection criteria.

The JCBOS reserves the right, at its sole discretion, and based solely on its determination of the candidate firm's qualifications and cost proposal for monitoring services, to accept or reject any or all submitted Statement of Qualifications, to alter the process in any way, to postpone the selection process for its own convenience, to waive any defects in submitted Statement of Qualifications, and to re-advertise for this work.

If the Consultant takes issue with any of the above-mentioned items, an outline, clearly defining reasons for objections, should be submitted with the Submission of Qualifications.

Request for Qualifications will be received until _____ 2019 at the Jackson County Chancery Clerk's office located at 2915 Canty Street, Suite R, Pascagoula, Mississippi 39567 until 12:00 p.m. (CT) on January_____, 2019. Request for Qualifications will be publicly opened and read aloud at 1:00 p.m. (CT) on January_____, 2019 in the Board of Supervisors' Board Room also located at 2915 Canty Street, Pascagoula, MS 39567 for the following:

Please submit five (5) copies in sealed envelopes containing the Request for Qualifications addressed to the Clerk of the Board, and designated as:

**"Qualifications for Professional Civil Engineering Services and Monitoring Services
related to Hurricane Nate"**

to the address below no later than the time listed in the public advertisement for Qualifications.

Josh Eldridge, Chancery Clerk
Jackson County Board of Supervisors
2915 Canty Street, Suite R
Pascagoula, MS 39567
(228) 769-3131

ATTACHMENT "A"

COVER SHEET

JACKSON COUNTY BOARD OF SUPERVISORS

REQUEST FOR QUALIFICATIONS

for

GENERAL ENGINEERING SERVICES AND MONITORING SERVICES

DATE SUBMITTED: _____

NAME OF FIRM/CONSULTANT: _____

MAILING ADDRESS: _____

TELEPHONE #: _____

FAX#: _____

EMAIL ADDRESS: _____

CONTACT PERSON: _____

FIRM OR CONSULTANT'S

PROFESSIONAL REGISTRATION NUMBER: _____

SIGNATURE OF AUTHORIZED REPRESENTATIVE

DATE

TYPED NAME OF AUTHORIZED REPRESENTATIVE AND TITLE

JACKSON COUNTY BOARD OF SUPERVISORS

RE: REQUEST FOR QUALIFICATIONS - Civil Engineering and Monitoring Services for disaster recovery-related projects due to Hurricane

INSTRUCTIONS FOR COMPLETING SELECTION COMMITTEE FORMS

****Only numbers 1 and 2 are to be completed by Selection Committee Members**

1. **Certification** – Each member of the **Selection Committee** that is rating the consultant(s)/firm(s) must agree and sign a **Certification Form**. The name of each firm submitting a proposal shall be inserted in the appropriate space(s).
 2. **Rating Form** – Each member of the **Selection Committee** must review and evaluate each proposal received and rate the consultant(s)/firm(s) accordingly using the **Rating Form**. After each consultant(s)/firm(s) have been rated, each Selection Committee member must sign and date the form at the bottom.
-

INSTRUCTIONS FOR EVALUATING ALL RATING FORMS FROM SELECTION COMMITTEE MEMBERS AND MINUTES SUMMARY

****Only numbers 3 and 4 are to be completed by Purchasing Department**

3. **Recommendation of the Consultant Selection Committee** – The form shall be completed and signed by all committee members.
4. **Minutes** – The minutes shall be a summary of the points assigned by each member of the Selection Committee, as well as, total points assigned to each consultant(s)/firm(s).

NOTE: All of the blanks in the forms must be completed and signed by the appropriate person. Incomplete forms or insufficient documentation could result in an audit finding.

**JACKSON COUNTY BOARD OF SUPERVISORS
SELECTION COMMITTEE**

CERTIFICATION FORM

**RE: REQUEST FOR QUALIFICATIONS - Civil Engineering and Monitoring Services for
disaster recovery-related projects due to Hurricane Nate**

This is to certify that I, _____, am a member of the Consultant Selection Committee for the Jackson County Board of Supervisors and that I understand that I am prohibited by law from participating in the selection of or the award of a contract to a professional if a conflict of interest exists. Such a conflict would arise when:

- a. The employee, officer or agent;
- b. Any member of his immediate family;
- c. His or her partner, or
- d. An organization which employs, or is about to employ, any of the
 above, has a financial or other interest in the firm selected for award.

I have no conflict of interest in the selection of any of the Civil Engineering and Monitoring Services Firms listed below:

- 1. _____
- 2. _____

Signature

Date

**JACKSON COUNTY BOARD OF SUPERVISORS
SELECTION COMMITTEE**

RATING FORM

**RE: REQUEST FOR QUALIFICATIONS - Civil Engineering and Monitoring Services for
disaster recovery-related projects due to Hurricane Nate**

<u>CRITERIA</u>	<u>MAXIMUM POINTS</u>
1. <u>Qualifications</u> – Information reflecting qualifications of persons to be assigned to provide services	30
2. <u>Experience</u> – Information regarding the experience of the firm.	40
3. <u>Capacity for Performance (Work Force)</u> – Identify number and title of staff available to provide services.	20
4. <u>Monitoring Costs</u> – Identify estimated number of hours per category or labor schedule along with hourly rates.	10
TOTAL POINTS	100

<u>NAME</u>	<u>CRITERIA</u> <u>1 2 3</u>	<u>TOTAL POINTS</u>
_____	____	_____
_____	____	_____
_____	____	_____
_____	____	_____
_____	____	_____
_____	____	_____
_____	____	_____

Member Consultant Selection Committee

**JACKSON COUNTY BOARD OF SUPRVISORS
SELECTION COMMITTEE**

RECOMMENDATION FORM

**RE: REQUEST FOR QUALIFICATIONS - Civil Engineering and Monitoring Services for
disaster recovery-related projects due to Hurricane Nate**

Pursuant to Title 2, CFR, Part 200, regulation requirements for Federal, State, Local Procurement Laws, **Jackson County, MS** will seek qualifications for services for Civil Engineering and Monitoring Services for disaster recovery-related projects due to Hurricane Nate.

The following proposals were received in the **Chancery Clerk** Office no later than ____ P. M. on _____. The Consultant Selection Committee met on _____ to review the proposals received from the following firms and/or individuals:

1. _____
2. _____
3. _____
4. _____

Each Committee member assigned points to each proposal based on the content of the proposal. The firm receiving the highest number of points is deemed by this Committee to be the most advantageous to the County. We, therefore, recommend award of a contract to _____.
The firms that were evaluated are listed in order of the points assigned.

<u>Firm</u>	<u>Total Points</u>
_____	_____
_____	_____
_____	_____
_____	_____

Member Consultant Selection Committee

Member Consultant Selection Committee

Member Consultant Selection Committee

Member Consultant Selection Committee

Member Consultant Selection Committee

Member Consultant Selection Committee

Member Consultant Selection Committee

Member Consultant Selection Committee

**JACKSON COUNTY BOARD OF SUPRVISORS
SELECTION COMMITTEE**

MINUTES

Date

RE: REQUEST FOR QUALIFICATIONS - Civil Engineering and Monitoring Services for disaster recovery-related projects due to Hurricane Nate

Members Present:

The Committee reviewed _____ proposals submitted for the services referenced above using the following selection criteria for evaluation:

<u>Criteria</u>	<u>Maximum Points</u>
Qualifications	30
Experience	40
Capacity for Performance (Work Force)	20
Monitoring Costs	10
Total Points	100

The Committee members assigned points to each firm or individual based on a careful review of the content of the proposal. The following is a summary of the points assigned by each member of the selection committee and the total points assigned to each firm.

<u>Firm</u>	<u>Committee Member</u>	<u>Committee Member</u>	<u>Committee Member</u>	<u>Committee Member</u>	<u>Committee Member</u>	<u>Total Points</u>
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

Based upon a tabulation of points, the proposal submitted by _____ received the highest number of points.

Pursuant to Title 2, CFR, Part 200, regulation of the "Uniform Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments", said regulation being referred to as the "Common Rule" and the Selection and Procurement Procedures for **Jackson County, Mississippi**, the Committee, therefore, recommends the selection of the consultant(s)/firm(s) _____ to perform Civil Engineering and Monitoring Services for disaster recovery-related projects due to Hurricane Nate, as so stated in the RFQ attached, herein..

Member Consultant Selection Committee

Member Consultant Selection Committee

Member Consultant Selection Committee

Member Consultant Selection Committee

Member Consultant Selection Committee

Member Consultant Selection Committee