

**ADVERTISEMENT FOR REQUEST FOR QUALIFICATIONS
FOR ENGINEERING SERVICES FOR
CITY OF PASS CHRISTIAN**

The City of Pass Christian, Mississippi, will receive sealed bids of Statements of Qualifications at City Hall, 200 W. Scenic Drive, Pass Christian, MS 39571, until **2:00 P.M., November 27, 2018**, which will then be publicly opened and read aloud at the meeting of the Mayor and Board of Aldermen to be held on December 4, 2018 at 6:00PM for the following:

Overall design, construction administration, inspection services and
General Engineering Consultation services for the
City's infrastructure projects, including but not limited to,
the City's Smallcraft Harbor, Drainage, Water and Sewer Utility
Systems, Roads, and Miscellaneous Municipal Public Works, and other
Projects under Various Tidelands, FEMA/MEMA, MDOT,
BP Oil Spill (RESTORE Act), and other State and Federal Grant Funding Agencies

Services to be provided by selected firm(s) include all phases of the design and contract administration of the projects, including resident inspection, general consultation services, and assistance in developing applications and seeking Grant Funds from all available sources. The form of each agreement will be the STANDARD FORM OF AGREEMENT BETWEEN OWNER AND ENGINEER FOR PROFESSIONAL SERVICES. All work shall be performed in accordance with the executed Agreement and guidelines promulgated by the Grant Funding agencies as applicable. Services will be further defined within each engineering contract awarded and negotiated under this RFQ. Projects may be funded in part with State Tidelands, FEMA/MEMA, MDOT, BP Oil Spill (RESTORE Act) or other State or Federal grant funds.

The Statement of Qualifications shall be in accordance with the Request for Statement of Qualifications for providing these services and equipment, which is on file in the Office of the City Clerk, 200 W. Scenic Drive, Pass Christian, MS 39571.

The Request for Statement of Qualifications documents may be viewed and/or provided to potential engineering firms via hand pick-up at City Hall, 200 W. Scenic Drive, Pass Christian, Mississippi (during normal business hours); via email transmittal; or via U.S. Postal Service. Requests for documents may be made in person at City Hall, 200 W. Scenic Drive, Pass Christian, Mississippi; via e-mail request to dsanders@pass-christian.com; or via telephone request to the Deputy City Clerk at 228-452-3311.

The proposal shall be submitted in a sealed envelope marked plainly,

REQUEST FOR ENGINEERING SERVICES

and addressed to the City Clerk's Office, 200 W. Scenic Drive, Pass Christian, Mississippi, prior to the hour and date above designated. In addition to the above, the sealed envelope shall list the Company Name and Address. Partial proposals will not be accepted.

The City is NOT responsible for bids which are mailed to the wrong address or which arrive in the mail after the designated bid opening time. Bids may be delivered in person to the City Clerk's office at 200 W. Scenic Drive, Pass Christian, Mississippi, prior to the bid opening.

The proposals will be referred to a Selection Committee appointed by the Mayor who will make a recommendation of award to the Board of Aldermen. The City reserves the right to award one or more contracts for engineering services for the aforementioned engineering services. The contract(s) will be awarded to the lowest and most responsive bidder. However, the City shall have the right to accept or reject any or all bids or to waive any informality and waive any technicalities.

Contracts will be awarded to the firm based upon responses to this solicitation, in the manner deemed to be most beneficial to the City. The following factors will be considered in making these selections:

1. EXPERIENCE with similar type of projects.
2. QUALIFICATIONS and technical expertise in similar projects.
3. KNOWLEDGE of the City and familiarity with city standards and preferences.
4. CAPACITY to perform the work in a timely manner.

Proposals will be opened, reviewed, and ranked after submittal by an appointed Selection Committee, with final rankings to be made by the Mayor and Board of Aldermen. No formal presentation is needed or desired, but informal interviews may be scheduled, at City's discretion. Negotiations will be conducted initially with the firm receiving the highest overall ranking. If a satisfactory contract cannot be successfully negotiated with the selected firm, then negotiations with that firm for that proposed contract will be terminated in writing, and negotiations will be initiated with the next highest ranking firm. This process will continue until a mutually satisfactory contract has been negotiated. In addition to reaching a fair and reasonable price for the required work the objective of negotiations will be to reach an agreement on the provisions of the proposed contract including scope and extent of work and other essential requirements.

If required by Mississippi Code 31-3-21(3), any bid submitted by a nonresident contractor which does not include the nonresident contractor's current state law pertaining to such state's treatment of nonresident contractors, shall be rejected and not considered for award. If no such law exists in the non-resident contractor's state, then the non-resident contractor must provide a statement to that effect. Minority and women's business enterprises are

encouraged to submit a Statement of Qualifications and make inquiries regarding potential contracting and subcontracting opportunities. When subcontracting, all potential contractors must take positive steps to use small and minority owned businesses and/or women business enterprises and comply with 2 CFR Section 200.321.

Marian Gest
City Clerk

Publish:

October 19, 26 and November 2, 2018

REQUEST FOR QUALIFICATION STATEMENTS (RFQ)
FOR
ENGINEERING SERVICES

Purpose: This Request for Qualification Statements (RFQ) is issued by the City of Pass Christian, MS, (hereinafter “City”) for the purpose of procuring engineering and related services from qualified engineering firms or engineers to provide professional services to assist the City with overall design, construction administration, inspection services and general engineering consultation services for the City’s infrastructure projects, including but not limited to, the City’s Smallcraft Harbor, Drainage, Water and Sewer Utility Systems, Roads, and Miscellaneous Municipal Public Works, and other Projects under Various Tidelands, FEMA/MEMA, MDOT, BP Oil Spill (RESTORE Act), and other State and Federal Grant Funding Agencies

Background: The City is seeking a new engineering firm to provide mainly civil engineering services for its various public works and infrastructure projects as well as obtain the services of an engineering firm to assist the City in developing projects and submitting applications for various Grant Funds under the Restore Act, State Tidelands Grants, and other State and Federal Grant Funding Agencies.

1.0 **Scope of Services:** The selected engineering firm(s) shall provide the following tasks and services:

- 1.1 Assist the City in the future with the assessment and evaluation of the damages which resulted from the severe storm and flood events to determine the extent of damage and eligibility for funding assistance under applicable FEMA and/or MDOT grant programs.
- 1.2 Assist the City in the future with the assessment and evaluation of the construction, repair and replacement of water, sewer, drainage, harbor facilities, roads and other public works to determine the extent of such work required and eligibility for funding assistance under applicable grant programs.
- 1.3 Development of appropriate engineering solutions for restoration of damages, repairs, and replacement of public infrastructure and facilities and preparation of estimates of construction cost for construction, repair, replacement or restoration.
- 1.4 Provide assistance to the City with the preparation of FEMA Project Worksheets (PW) or other grant applications under MDOT, Tidelands, the Restore Act or other State or Federal Grant agencies for funding approval.
- 1.5 Provide technical assistance related to the FEMA, MDOT, Tidelands, the Restore Act or other Grant program requirements.
- 1.6 Provide engineering design, bid procurement and construction phase services, including inspections, for all projects that are funded under the FEMA, MDOT, Tidelands, Restore Act or other Grant programs.

2.0 **Proposal Information:** The statement of qualifications proposal shall include the following information.

- 2.1 The proposal information shall identify:
 - a. Name of Respondent Firm
 - b. Respondent address
 - c. Respondent telephone number and email address
 - d. Name, title, address and contact information of the person authorized to contractually obligate the Respondent on behalf of the Respondent.
- 2.2 Transmittal Letter: By signing the letter and/or offer, the Respondent certifies that the signatory is authorized to bind the Respondent. The letter should include:
 - a. A brief statement of the Respondent’s understanding of the scope of the work to be performed;
 - b. A confirmation that the Respondent meets the appropriate state licensing requirements to practice in the State of Mississippi;
 - c. A confirmation that, if awarded the contract, the Respondent acknowledges its responsibility for the scope of services within the contract.
 - d. Any other information required by this RFQ or that the Respondent feels appropriate; and

- e. The signature of an individual who is authorized to make offers of this nature in the name of the Respondent submitting the proposal.

2.3 Corporate Background and Experience: The Respondent should:

- a. Describe Respondent's firm by providing its full legal name, date of establishment, type of entity and business expertise, short history, current ownership structure and any recent or materially significant proposed changes in ownership.
- b. Describe any prior engagements in which Respondent's firm assisted a governmental entity in similar infrastructure or public facility projects. Respondent should include examples of work on similar projects and provide a list of completed projects, and/or similar projects. Preference is for the types of projects similar to those projects typically constructed or maintained by the City or other municipalities. Respondent should include contact information from previous clients attesting to the quality of work and compliance with performance schedules.
- c. Describe the firm's workload and current capacity to develop plans and specifications within a timely manner.
- d. Describe any issue the characteristics of which would be uniquely relevant in evaluating the experience of Respondent's firm to handle the proposed project(s).
- e. Provide current information on professional errors and omissions coverage carried by Respondent's firm, including amount of coverage.
- f. Provide the location of the firm's offices where engineers will primarily provide services to the City.

2.4 Approach and Methodology: The Respondent should:

- a. Explain the Respondent's understanding of the nature of the project and how its proposal will best meet the needs of the agency/owner.
- b. Define the functional approach in providing the services.
- c. Define the functional approach in identifying the tasks necessary to meet the requirements.
- d. Describe the approach to project management and quality assurance.

2.5 Resumes, Proposed Staff Qualifications: The Respondent should:

- a. Identify staff members for each project, in each job classification who would be assigned to act for Respondent's firm in key management and engineering positions providing the services described in the Proposal, and the functions to be performed by each.
- b. Include resumes of each such staff member designated above, including name, position, telephone number, fax number, email address, education, and years and type of experience. Describe, for each such person similar projects on which they have worked. Provide the names, telephone numbers, and email addresses of contact persons with the firms or organizations with which these staff members that will work on City projects.
- c. Estimate the number of persons within the firm to be assigned to City project.

3.0 Evaluation of Proposals:

6.1 Administrative Screening:

Proposals will be opened, reviewed, and ranked after submittal by an appointed Selection Committee, with final rankings to be made by the Mayor and Board of Aldermen. No formal presentation is needed or desired, but informal interviews may be scheduled, at City's discretion. Negotiations will be conducted initially with the firm receiving the highest overall ranking. If a satisfactory contract cannot be successfully negotiated with the selected firm, then negotiations with that firm for that proposed contract will be terminated in writing, and negotiations will be initiated with the next highest ranking firm. This process will continue until a mutually satisfactory contract has been negotiated. In addition to reaching a fair and reasonable price for the required work the objective of negotiations will be to reach an agreement on the provisions of the proposed contract including scope and extent of work and other essential requirements.

The proposals will be referred to a Selection Committee appointed by the Mayor who will make a recommendation of award to the Board of Aldermen. The City reserves the right to award one or more contracts for engineering services for the aforementioned engineering services. The contract(s) will be awarded to the lowest and most responsive bidder. However, the City shall have the right to accept or reject any or all bids or to waive any informality and waive any technicalities

6.2 Clarification of Proposals: The City reserves the right to seek clarification of any proposal for the purpose of identifying and eliminating minor irregularities or informalities.

6.3 Oral Presentations/Discussions May Be Required: The City, at its sole discretion, may require proposers to provide an oral presentation following submission of proposals.

6.4 Evaluation and Review: Responsive proposals will be evaluated based on the following criteria:

<u>CRITERIA</u>	<u>SCORE</u>
1. EXPERIENCE with similar type of projects.	40
2. QUALIFICATIONS and technical expertise in similar projects.	30
3. KNOWLEDGE of the City and familiarity with city standards and preferences.	20
4. CAPACITY to perform the work in a timely manner.	10

The Selection Committee will compile the scores and make a recommendation to the Mayor and Board of Aldermen on the basis of the proposal with the highest score.

6.5 Technical Evaluation Criteria:

a. Corporate background and experience:

The proposer will be evaluated on past experience with similar projects and pertinent corporate resources. The Selection Committee will review the proposer’s experience rendering similar services to those stated in the RFQ.

The evaluation team will assess the proposer’s corporate resources to determine proposer’s ability to support the project. Such resources may include facilities, equipment and available staff with unique qualifications and experience.

b. Approach and methodology:

Each proposal will be evaluated on the proposer’s project approach and Methodology. The evaluators will be looking for the following items:

- Project Organization (including identification and role of subcontractors)
- Project Manager
- Team Staffing Resources
- Support Resources
- Project Management Planning and Tracking System
- Project Reporting
- Monthly Progress/Status Reporting
- Quality Assurance
- Ability to coordinate effectively
- Flexibility and capacity to provide a full range of services, i.e., short suspense, around the clock, etc.

c. Resumes, proposed staff qualifications:

The Selection Committee will assess the resumes of the staff supplies by the proposer to determine the qualifications of the staff relevant to the RFQ.

d. Oral presentation:

In the event a selected firm is identified for an oral presentation, they will be evaluated on the clarity of the approach and methodology.

Small and Minority Firms, Women's Business Enterprises, and Labor Area Surplus Firms are

Encouraged to respond to this RFQ. If the engineering firm intends to subcontract any work for the City, all potential engineering firms must take positive steps to use small and minority owned businesses and/or women business enterprises and comply with 2 CFR Section 200.321 or other Grant procurement requirements.

All qualification statements should be sealed and identified on the outside as:

Statement of Qualifications for Engineering Services

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