

**TOWN OF WALNUT GROVE, MISSISSIPPI  
REQUEST FOR QUALIFICATIONS  
FOR ENGINEERING SERVICES**

The Town of Walnut Grove is requesting statements of qualifications from experienced civil engineering firms to provide a preliminary cost estimate, design services and construction administration services for the Town of Walnut Grove for a *Sewer Rehabilitation Project*. Interested firms or individuals should submit a statement of their qualifications, experience and capacity of performance. Proposals will be evaluated on the basis of the following criteria:

1. Qualifications of the proposed project team (25 points)
2. Experience with municipal sewer construction, evaluation and repair (30 points)
3. Experience with the State of Mississippi WPCRLF/SRF Loan Program (20 Points)
4. Capacity of the specific proposed project team. (25 Points)

Proposals shall be sealed and properly labeled as **PROPOSAL FOR ENGINEERING SERVICES FOR THE TOWN OF WALNUT GROVE FOR A SEWER REHABILITATION PROJECT.**

An original and Three (3) copies of the proposal shall be submitted **no later than Friday, October 19, 2018 at 11:00 AM** to the Town of Walnut Grove, c/o City Clerk, 139 Main Street, Walnut Grove, MS 39189. If interested, please contact the City Clerk for a "Request for Qualifications Information Packet" which can be mailed, emailed or picked up at Town Hall.

Minority and women's business enterprises are solicited to submit a statement of qualifications and are encouraged to make inquiries regarding potential subcontracting opportunities. When subcontracting all potential contractors must make positive efforts to use small and minority owned business and women owned business enterprises. See 2.C.F.R. §200.321.

Any proposal submitted after the above stated date and time will not be accepted and will be returned unopened. They may hold the 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 Town of Walnut Grove reserves the right to reject any and all proposals, to waive any and all formalities or technicalities in the proposal process.

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Publish in the Carthaginian one time (1) in the legal section on Thursday, October 4, 2018

Send two original proofs of publication and invoice to:

City Clerk  
Town of Walnut Grove  
139 Main Street  
Walnut Grove, MS 39189

**TOWN OF WALNUT GROVE  
REQUEST FOR QUALIFICATIONS INFORMATION PACKET**

**The Town of Walnut Grove (“Owner”) will accept sealed statements of qualifications from qualified firms for professional engineering services in connection with the “PROFESSIONAL ENGINEERING SERVICES FOR THE TOWN OF WALNUT GROVE SEWER REHABILITATION PROJECT”**

The Owner is seeking funding for the Project from the Mississippi Department of Environmental Quality, as more thoroughly described in **Attachment A** -“Advertisement – Request for Qualifications”.

If you have any questions concerning the request for qualifications, please call Michele Moore, Grant Consultant, Professional Grant Management Services at 228-826-1909.

The Services required for this project are:

**ENGINEERING:**

The selected Engineer shall complete engineering services in accordance with applicable State and Federal laws, regulations and procedures. Engineer shall provide professional engineering services, to include serving as the Owner’s professional engineering representative for the Project and providing professional engineering consultation, design and construction administration.

**SCOPE OF SERVICES:**

The Scope of Services shall, as a minimum include the following:

1. Program Development and Project Construction Cost Estimate
2. Schematic Design and Design Development
3. Sub-consultants
4. Project Manual
5. Bidding Services
6. Contract Administration and Observations
7. Closeout of Project

See **Attachment B** – “Scope of Work” for additional information regarding engineering services required.

Engineering firms proposing to perform engineering services should submit a list of their qualifications, experience and capacity for performance. Firms must submit the name of the primary contact person and the person within the firm who will be the Owner's contact and the party primary responsible for rendering services if the firm is selected.

The Owner will consider the following criteria when rating Statements of Qualifications for this project.

### **SELECTION CRITERIA**

**25 pts Qualifications:** Proposers are encouraged to elaborate on their qualifications and performance data or staff pertinent to the proposed project. This should include resumes and or pertinent information regarding key personnel of the submitting firm. Each firm or individual will be evaluated on its familiarity with the state and local regulations and procedures.

**30 pts Experience:** Each firm or individual will be evaluated on its demonstrated capabilities and experience to provide engineering services to the Owner. The experience of the firm or individual with federal grant programs should at a minimum include (1) type of federal program, (2) amount of the federal funds; and (3) types of projects undertaken, pertinent to federally-assisted projects.

**20 pts Experience with WPCRLF/SRF Loans:** The experience of the firm or individual should at a minimum include (1) type of WPCRLF/SRF Loan/Grant program, (2) amount of the federal funds; and (3) types of projects undertaken, pertinent to WPCRLF/SRF Loan or Grant projects.

**25 pts Capacity:** Capacity to design project and advertise for bid and award for construction within a timely manner. Each firm or individual will be evaluated on its ability to provide engineering services in a timely manner. Items to be considered include number of qualified staff, supporting technical staff, availability of equipment and facilities. Registration as a professional engineer in the State of Mississippi is considered a requirement in the ability to complete the work.

All Statements of Qualifications will be rated on the following system to determine the best qualified proposer:

#### Description of Maximum Points

Qualifications	25 pts
Experience	30 pts
Experience SRF	20 pts
<u>Capacity</u>	<u>25 pts</u>
Total	100 pts

The Selection Committee will open and review each statement and select a qualified firm or individual with which to negotiate. The awarded firm will be decided based on the highest cumulative points. Four (4) copies of the statement of qualifications should be packaged, sealed and properly labeled as follows:

**NAME OF INDIVIDUAL OR FIRM  
STATEMENT OF QUALIFICATIONS FOR  
PROFESSIONAL ENGINEERING SERVICES FOR THE  
TOWN OF WALNUT GROVE  
SEWER REHABILITATION PROJECT**

And delivered or mailed to the address below no later than 11:00 AM on Friday, October 19, 2018:

**TOWN OF WALNUT GROVE  
ATTN: CITY CLERK  
139 MAIN STREET  
WALNUT GROVE, MS 39189**

Firms submitting Statement of Qualifications are solely responsible for meeting submittal deadlines. Statements of Qualifications received after the deadline will be deemed non-responsive and will not be considered for any contract awarded as a result of this solicitation.

Statements may be held by the Owner for a period of not to exceed thirty (30) days from the date of opening of statements for the purpose of reviewing the statements of investigating qualifications of the applicants prior to awarding. A contract will be awarded to the qualified Owner reserves the right to waive any irregularities or informalities in the statement(s) of qualifications submitted, reject any and all statements of qualifications, or terminate the solicitation with no contract awarded.

Statement of Qualifications are being requested in accordance with Item (d)(5) of 2 C.F.R. §200.320 "Methods of procurement."

The owner is an equal opportunity employer.

MBE/WBE individuals and firms are encouraged to respond to this solicitation.

**MEETINGS**

The Consultant shall attend any special meetings with the Owner's staff, relating to the performance of this contract, and shall provide the Owner with monthly written progress reports, accompanying partial payment requests.

The Consultant will be required to sign a contract with the Owner relating to the work to be performed. Such contract shall include, but not necessarily be limited to, the following articles: Method of compensation, time of performance, subcontracts, duties of the consultant,

termination of the contract, ownership of the material, changes, EEO, ADA, submission of the material and obligations of the Owner.

### **ENGINEERING CONTRACT AWARD**

It is the Owner's intent to rank and award proposers from the highest to the lowest score. The highest scoring proposer will be invited to submit a fee proposal commensurate for the work for the Owner's consideration. If the Owner cannot accept the fee proposal, Owner will break off negotiations with the highest scorer and invite the next highest scorer to submit a fee proposal. This process will be continued until the Owner receives a satisfactory fee proposal.

**ATTACHMENT A: ADVERTISEMENT – REQUEST FOR QUALIFICATIONS**

**TOWN OF WALNUT GROVE  
ADVERTISEMENT – REQUEST FOR QUALIFICATIONS**

Sealed Statements for Qualifications will be received by the Town of Walnut Grove's City Clerk at 139 Main Street, Walnut Grove, Mississippi 39189, until 11:00 AM on Friday, October 19, 2018 for

**PROFESSIONAL ENGINEERING SERVICES FOR TOWN OF WALNUT GROVE  
SEWER REHABILITATION PROJECT**

The selected firm shall provide design, and construction phase engineering services related to the scope of work described.

Information packets will be located at 139 Main Street, Walnut Grove, MS 39189, Tuesday through Friday, 7:30 – 5:00 PM. Engineering firms/individuals should submit a list of their qualifications, experience and capacity for performance. Firms/individuals must submit the name of the primary contact person and the person within the firm (if applicable) who shall be the Owner's contact and party primarily responsible for rendering services, if selected.

Additional information regarding the scope of work for this solicitation may also be examined at the following location:

Mississippi Procurement Technical Assistance Program (MPTAP)  
Mississippi Development Authority Minority and Small Business Development  
Woolfolk Building  
501 North West Street  
Suite B 01  
Jackson, MS 39201

Any contract awarded under this solicitation may be paid for in whole or in part with grant funding from the Mississippi Department of Environmental Quality. Any contract resulting from this solicitation will be subject to the terms and conditions of said funding award and all other state and federal laws or regulations, as applicable.

Minority and women's business enterprises are solicited to submit a statement of qualifications and are encouraged to make inquiries regarding potential subcontracting opportunities. When subcontracting, all potential contractors must make positive efforts to use small and minority owned business and women business enterprises. See 2. C.F.R. § 200.321

## **ATTACHMENT B: SCOPE OF WORK**

### **SCOPE OF WORK**

#### **A. Program Development and Projected Cost Estimate**

1. Consultant shall conduct a series of surveys, data collection and meetings to determine the conceptual needs, followed by the development of a written plan. The projected construction costs will be developed for all options identified in the written plan.
2. The Consultant shall meet with the Owner as necessary during the preliminary design. The purposes of the meetings are to discuss the status of the project, budget, and to review and approve design concepts on the construction drawings and specifications.

#### **B. Schematic Design and Design Development**

1. Based on approved written plan, the Consultant shall prepare a schematic design, incorporating the total renovations/repair efforts to the area. The final version of the schematic design shall include all drawings and outline specifications.
2. The Consultant shall develop and provide detailed construction drawings necessary to provide a complete set of construction documents. The Consultant shall ensure that the plans are compliant with governing jurisdictional codes and applicable standards.
3. The Consultant shall prepare a set of contract documents in order to publicly advertise and let bids for construction of the Project. Contract documents shall consist of bidding specifications, technical specifications, construction drawings and all testing requirements.
4. Consultant shall provide the Owner with two (2) copies of the preliminary construction drawings and project manuals for review.
5. The Consultant shall prepare a project cost estimate when construction documents are at approximately fifty percent (50%) complete and two weeks prior to public advertisement.
6. The Consultant shall meet with representatives of the Owner when construction drawings and technical specifications are complete and prior to public advertisement to review and approve.

#### **C. Sub-consultants**

1. The Consultant shall be responsible to procure any necessary sub-consultants to complete the work.
2. The Consultant shall be responsible for the administration, management, procurement and payment of services provided by sub-consultants.

#### **D. Project Manual**

1. The Consultant shall prepare the project manual and bid specifications for the proposed project.

#### **E. Bidding Services**

1. The Consultant shall provide the Owner two (2) sets of Bidding Documents at the completion of the design. The Consultant shall affix his/her registration stamp, date and signature to the Bidding Documents in accordance with the State of Mississippi Registration Statutes.
2. The Consultant shall provide a list of qualified bidders and assist with solicitation of bidders.
3. The Consultant shall prepare addenda to the bid documents, as required.
4. The Consultant shall assist in the evaluation of bids and award of the contract to the successful bidder.

#### **F. Contract Administration and Observation**

1. The Consultant shall conduct a pre-construction meeting with the Contractor. Consultant will take meeting minutes, submit meeting minutes to the Owner for review and approval and distribute as needed.
2. The Consultant shall make visits to the job-site at intervals appropriate to the various stages of construction to observe the progress and quality of contractor's work. Consultant shall create a field observation report for every site visit and submit to owner no less than once a month.
3. Consultant shall provide for and retain a sub-consultant for material testing as specified in the Contract Documents.
4. The Consultant shall attend all progress meetings.
5. The Consultant shall issue necessary interpretations and clarifications of the contract documents and assist in the resolution of problems or conflicts due to unforeseen latent conditions.
6. The Consultant shall review contractor pay requests and advise Owner accordingly with a recommendation of pay.
7. The Consultant shall prepare a punch list near project completion and conduct a final project review of punch list items addressed by the contractor.
8. The Consultant shall maintain a regularly set of "as-built" record documents. Consultant shall submit record documents to Owner within thirty (30) days after Substantial Completion.