Request for Qualifications

The City of Waveland, Mississippi

Professional Engineering/Geotechnical Services

Citywide Drainage Infrastructure Project

The City of Waveland, Mississippi (“City”) is requesting qualifications from engineering firms and individuals for Professional Geotechnical services related to the Citywide Drainage Infrastructure Project. Firms or individuals should submit a statement of their qualification and experience, as well as that of all of their pertinent personnel. Proposals will be evaluated by a selection team on the basis of the following criteria and ranked by an assigned point system: 1) Knowledge and experience providing services related to federal grant projects; 2) Technical competence of staff and principals (qualifications); 3) Personnel resources and assessment ability; 4) Ability to perform in a timely fashion and meet State/Federal timelines; 5) Professional history; 6) Knowledge of and familiarity of projects such as those needed for this project; and 7) Competence to perform the services stated above. Firms will be evaluated and ranked using the above criteria. The City of Waveland, Mississippi reserves the right to negotiate compensation for each of those services with the selected firm as being most qualified, with the amount of any and all costs being capped. The City reserves the right to reject any or all proposals and to waive any irregularities or formalities in proposal process, and to reject any and all proposals. By submitting a proposal, the proposing entities or persons waive any right to seek damages related to their proposal, and acknowledge the City’s right to reject any or all proposals, or portions thereof. The City further reserves the right to engage entities or firms for only some of the services listed above. All proposals should be sealed and properly labeled “Geotechnical Qualifications Proposals-City of Waveland, Mississippi Citywide Drainage Infrastructure Project.” The City is an equal opportunity employer and contractor, and specifically solicits with this proposal small and minority firms, women’s business enterprises and labor surplus area firms to submit proposals. Any contract resulting from this request for qualifications will contain contract provisions including those listed in 44 C.F.R. § 13.36 (i), and other applicable state, local and federal laws. All proposals shall include evidence of the entity or person’s license and ability to perform the requested services in the State of Mississippi (e.g., the submission of documents from the Secretary of State indicating good standing and a professional license as may be applicable). Proposals shall be addressed and delivered to Lisa Planchard, City Clerk no later than 3:30 PM on January 6, 2015. RFQ’s may be mailed or hand-delivered to: Attention: Office of the City Clerk, 301 Coleman Avenue, Waveland, MS 39576. Any mailed or hand-delivered proposal must actually be received by the City Clerk prior to the January 6, 2015, 3:30 PM deadline. Proposals will be opened at 6:00 pm in the Board Room of Waveland City Hall, 301 Coleman Avenue, Waveland, MS. immediately prior to the regularly scheduled Board meeting. The name and mailing address of the firm or individual submitting the proposal should appear on the face of the envelope. A Scope of Work is available upon request. Please submit any questions you have concerning this matter via U.S. Mail, postage prepaid to the Office of the City Clerk at 301 Coleman Avenue, Waveland, MS 39576.