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City of Gulfport
Request for Proposal for Consulting Engineering Services

Infrastructure Program 2016

Legal Notice

COUNCIL

JAN 19 2016

APPROVED

The City of Gulfport intends to employ a consulting engineering firm to provide preliminary engineering services utilizing a Cost plus Fixed Fee, Labor Hour/Unit Price or Lump Sum/Firm Fixed Price contract for the Infrastructure Program 2016 Project. The City proposes to seek funding, federal and other, to facilitate implementation of the improvements. Consultant shall assist the City in defining and prioritizing the various elements of a water resources, transportation infrastructure, economic development infrastructure program, Gulf Coast Restoration, Recovery, and Protection. When the City representatives have decided upon the program elements, consultant will begin the process of preparing the necessary components in support of project implementation, including funding assistance.

Consultant will develop a strategic infrastructure implementation program for definition and implementation of the water resources, transportation and economic development infrastructure program. The implementation plan will provide assistance in the City's efforts to secure funding and regulatory management for implementation of the program. The implementation plan will organize the City's program concepts into succinct phases and steps to facilitate efficient and timely implementation. Components of the plan are as follows:

A. Priorities For Program Development

1. Update as needed the five year program element for capital expenditures based on the selected alternatives from those identified in consultation with the City Engineer. The selected alternatives will be prioritized, depending on the relevant priorities and issues identified by the City.
2. Update as needed the long term program element for capital improvements for the infrastructure program, along the same lines as the short term plan, but taking into account the long term needs and issues which will impact the program further into the planning period.
3. Develop baseline strategies for Federal and State regulatory compliance, where required.

B. Financial and Institutional Elements

1. Identify institutional arrangements that will best serve the infrastructure program needs of the City.
2. Identify special Federal strategies for funding.
3. Identify special State strategies for funding.
4. Identify special Local and Private Legislation, if needed, for implementation.

C. Program Deliverables

1. Implementation Program Report
2. Presentation exhibits and documentation for funding assistance initiatives.
3. Monthly updates on program activities.

D. Program Support Services

Consultant will support and assist the City's effort to obtain state and federal funding and regulatory assistance to advance implementation of the water resources, transportation and economic development infrastructure program. This may include trips to Washington D.C. Consultant will assist the City's effort in further defining financial and institutional matters related to the program. These efforts may consist of interim financing, long term financing of the local share, coordination of federal, state, and private sector funding roles, and management assistance with the regulatory community.

Consulting engineering firms interested in providing these services may so indicate by furnishing the Local Agency **One (1) original and three (3) copies** of an Expression of Interest which should consist of the following:

1. A cover letter specifying the name and complete description of project, the name of the project manager, and the location and address of the office to be assigned the majority of the work;
2. A resume for each principal member, the project manager, and employee(s) of the firm anticipated to be assigned to the project. Also, provide an organizational chart and list each person's experience and qualifications, including proof that the Project Manager is licensed as a Mississippi Professional Engineer and that the firm has met state licensure and certification requirements*;
3. A description of similar type work completed during the past five (5) years which qualifies the consultant for this work; the consultant's cost and consultant's schedule completion and actual completion of this work;
4. Provide any information to indicate that the team has the necessary resources, including available staff, to complete the project within the timeframe indicated above. The Consultant should indicate any other active and planned projects that any individuals, as listed on the organization chart (including any subconsultant(s)), are currently working to complete. The consultant should indicate how they plan to balance workloads to commit the staff and resources necessary to successfully complete the project on-time.
5. A response containing the information upon which the consultant will be evaluated; and,
6. Part II of Standard Form (SF) 330, Architect-Engineer Qualifications. This Form can be obtained at [http://sp.gomdot.com/Consulting%20Services/Forms/Standard%20Form%20\(SF\)%20330,%20Part%20II.pdf](http://sp.gomdot.com/Consulting%20Services/Forms/Standard%20Form%20(SF)%20330,%20Part%20II.pdf)

The City will evaluate the Expressions of Interest based on the following factors listed in their relative order of importance:

1. The experience in performing the type of work outlined in the Scope of Work (which can be picked up from the Office of Procurement at 1410 24th Street, Gulfport, MS 39501);
2. Qualifications of the principals and professionals to be assigned;
3. The consultant's experience in working with projects involving public funding;
4. The extent of in-house capabilities of the firm; and
5. The consultant's size and capability of available staff to perform this work in accordance with an expedited progress schedule, considering the firm's current and planned workload.

The City reserves the right to select one (1) consultant or select a short list of consultants from whom more information will be required.

The City reserves the right to reject any and all Proposals and/or to discontinue contract execution with any party at any time prior to final contract execution.

To be considered, all replies must be received by the Office of the Procurement, at 1410 24th Street, Gulfport, MS 39501, on or before 5:00 p.m. March 10, 2016. The Expressions of Interest should be submitted and marked on the outside as **"Infrastructure Program 2016 Project"**

This Legal Notice will appear in The Clarion Ledger and the Sun Herald on January 21, 2016 and January 28, 2016.

*Miss. Code Ann Sections 73-13-1 through 73-13-45 (1972) (as amended) govern the practice of engineering in Mississippi. Firms are encouraged to contact the Mississippi Board of Licensure for Professional Engineers and Surveyors at (601) 359-6160 to insure that individuals and firms are qualified to offer and provide services in the State of Mississippi. The Board's web address is www.pcpls.state.ms.us.

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