Notice of Request for Proposals

The City of Vicksburg, Mississippi (“City of Vicksburg”) is requesting proposals (“Proposals”) from firms and organizations (the Firm) interested in providing complete Contract Operations, Management and Maintenance of the City of Vicksburg Water Plant Facilities with ten (10) year term of Service Agreement. The Request for Proposals (“RFP”) requires submission of qualifications, technical approach and annual price all as described within the RFP. Proposals will be received by the City of Vicksburg at the office of City Clerk, City Hall, 1401 Walnut St., Vicksburg, MS, 39180, until 9:00 AM CDT, **Monday**, **March 7**, **2016**.

The scope of services is for operations, management and maintenance of the Water Treatment Plant of City of Vicksburg. The details of the work to be performed are described in more detail within this RFP.

Proposals (one original and five copies) shall be submitted in the format as described in Section 3 of this RFP along with the forms provided in Section 5 as part of this RFP.

Proposers shall submit one original that bears original signatures wherever required and that volume shall be clearly marked “Original” plus five copies of the original sealed in an envelope and plainly marked on the outside of the envelope:

“Proposal for City of Vicksburg Water Treatment Plant Operations, Management and Maintenance, CITY PROJECT No. 70301”

Proposals shall also be submitted in electronic format as a PDF file on a CD. Proposals must be on standard paper sized 8 ½ x 11 with any oversized sheets folded into similar size and bound to the rest of the proposal document.

The Proposal shall be deposited with the City Clerk, City Hall, 1401 Walnut St., Vicksburg, Mississippi prior to the hour and date hereinbefore designated. Each Proposer must describe in his proposal the company’s qualifications to perform the work. The Statement of Qualifications shall list past assignments of similar size and nature, a list of references with name and telephone number, a list of key personnel who will perform the work, and other information supporting the qualifications as required by the project described herein. The proposal shall include a technical approach in sufficient detail to demonstrate the proposer’s knowledge of the required work and skillsets needed and the technical strategies for execution of the work. Additional proposal submittal requirements are specified in Section 3 of the RFP.

The Proposals submitted in response to this RFP will be evaluated in accordance with the procedures and criteria set forth herein. The City of Vicksburg will then select the Proposer that, in the sole judgment of the City of Vicksburg, submits the most advantageous Proposal taking into consideration of price and the other evaluation criteria set forth in this RFP. The City of Vicksburg will then negotiate with and upon final agreement of terms, enter into the Service Agreement with the Proposer whose Proposal is determined, in the sole judgements of the City of Vicksburg, to be in the best interest of the City of Vicksburg.

The Facilities, scope of services and terms and conditions are further described in the Service Agreement contained herein in Section 6.

A **MANDATORY** Pre‑Proposal Meeting is scheduled for Thursday, February 18, 2016 at 10:00 A.M., CDT, in the City Board Room, City Hall Annex, 1415 Walnut St. City of Vicksburg, MS 39181. Attendance by Proposers intending to submit on the project is mandatory. All potential Subcontractors and other interested parties are invited to attend. As part of the Pre-Proposal meeting, an escorted tour of the plant will be conducted by the Project’s Engineering Team. The escorted tour will begin immediately after the pre-proposal meeting and will be concluded no later than 4:00 P.M. During this site visit, Contractors may conduct any additional site reconnaissance as is reasonable. This escorted tour will be the only site visit conducted as part of the RFP process. All Proposers who intend to participate in the site visit will be required to wear the necessary safety clothing including hardhats, safety glasses, and steel toed boots.

All proposals must include a **Proposal Bond** in the amount of 5% of the total contract amount and a Consent of Surety, agreeing that, in the event of the award of a Contract, a **Performance Bond** will be furnished as outlined in the Special Provisions Section of this RFP.

The successful Proposer will be required to furnish Certificates of Insurance showing coverage limits as outlined within the RFP. The selected Proposer shall procure, maintain, and keep this coverage in force at all times during the term of the Contract at the Proposer's sole expense. Proposer shall submit proof of ability to obtain such insurance in the proposal.

Copies of the Request for Proposals are on file and open to public inspection at the office of City Clerk, City Hall, 1401 Walnut St., Vicksburg, Mississippi.

An OFFICIAL version of the RFP, as part of the proposal package, may be obtained electronically by contacting:

CDM Smith

Maggie Wei, PE

210 E. Capitol St. Suite 1050

Jackson, Mississippi, 39201

Tel: (601) 317-5025 or Email: [weihm@cdmsmith.com](mailto:weihm@cdmsmith.com)

A non-refundable $50.00 payment, in the form of a check payable to CDM Smith, is required for registering and obtaining the proposal package. Only companies who purchase the RFP document and register with CDM Smith at this address will be considered as valid proposers and will receive Addenda (if issued). Failure to register and obtain an official proposal from CDM Smith will result in disqualification.

Additional information and assistance regarding this contracting opportunity may also be obtained through the MS Procurement Technical Assistance Program, of the Mississippi Contract Procurement Center, which can be found at: [www.mscpc.com](http://www.mscpc.com).

The City has retained CDM Smith as the Engineer for City of Vicksburg Water Treatment Operations, Management and Maintenance procurement service. The CDM Smith office is located at 210 East Capitol Street, Suite 1050, Jackson, MS, 39201. For technical questions, contact Maggie Wei, P.E. by email at [weihm@cdmsmith.com](mailto:weihm@cdmsmith.com).

The City of Vicksburg is committed to require all employees related to this project are E-Verified for employment eligiblity in the United States and all Companies are fully authorized to do business in the State of Mississippi.

The City of Vicksburg reserves the right to reject any and all proposals and to waive any informalities or irregularities therein.

City Clerk

Walter W. Osborne Jr.

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_