# Citylogo-4C

# City of Pascagoula

## Office of Purchasing

630 Delmas Avenue

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Pascagoula, MS 39568

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1. **GENERAL:** The City of Pascagoula will contract for professional services for engineering and landscape architecture services as described in this Request for Qualifications (RFQ).
2. **SUBMISSION DETAILS:** Responses to this solicitation must be submitted in three copies and in a sealed envelope bearing the name and address of the firm or individual and the title of the RFQ. All submissions must be received in the Purchasing Office by 4:00 PM on Thursday, January 8, 2015. Address all submissions to: Purchasing Agent, City of Pascagoula, 630 Delmas Avenue, Pascagoula, MS, 39567. Submittals will be reviewed by a selection committee. All submittals must be valid for one-hundred-twenty (120) days from opening date. Submissions received after the specified time will be considered void and will not be returned. The City of Pascagoula reserves the right to reject any and all submittals or to waive any irregularities in the process. Minority and women owned and operated businesses are encouraged to participate in the submission process.
3. **SUBMITTAL REQUIREMENTS:** Any individual, firm or corporation desiring to provide services should submit the following to the Purchasing Agent for the City of Pascagoula, Office of Purchasing, at the address listed above.
	1. **Letter of interest:** Each submission must be accompanied by an individual letter.
	2. **Questionnaire:** Each submission must be accompanied by a completed and current Architect-Engineer and Related Services Questionnaire. A blank copy can be found at the website listed above. Item 7 must include entries for key personnel for the following six (6) project assignments:
		1. **KEY PRINCIPAL –** will be totally responsible for the project.
		2. **DESIGN PROFESSIONAL** – will be responsible for overall design and planning of the project.
		3. **CONTRACT DRAWINGS** – will be responsible for the actual production of contract drawings.
		4. **CONTRACT SPECIFICATIONS** – will be responsible for the actual preparation of contract specifications.
		5. **BIDDING PROCESS AND CONSTRUCTION CONTRACT PREPARATION –** will be responsible for the bidding process and preparation of the construction award contract.
		6. **INSPECTIONS** – will be responsible for inspection of the project as required but not less than twice a month.
	3. **Statement of Qualifications:**
		1. History of the firm;
		2. Local experience over the last five (5) years on projects of similar size and scope;
		3. Description of the company’s responsiveness to clients, its ability to complete its jobs on schedule and on budget, and its QA/QC practices;
		4. Prior clients reference contacts with telephone numbers;
		5. Resumes of key management personnel and their positions; and
		6. Professional liability insurance and workers compensation insurance.
4. **PROJECT**: The City of Pascagoula intends to contract with one firm to provide engineering and landscape architecture services for the Pascagoula River Blueway Kayak Launch on Canty Street. This project is made possible through a grant from the Land and Water Conservation Fund. The Kayak Launch will include a floating kayak and canoe launch, sidewalk, parking, asphalt drive, signage, pavilion, ramp alternate, landscaping and other support facilities.

1. **QUALIFICATIONS**: A professional engineering/design firm with demonstrated experience with similar projects.
2. **SCOPE OF WORK**: To plan, design, bid and oversee the construction of a kayak launch facility on the City of Pascagoula property within a $200,000 budget comprised of grant and local funding.
3. **EVALUATION CRITERIA**:Evaluation criteria for this RFQ shall be as follows (80 maximum points):
	1. **Specialized Experience and Technical Competence (40 points possible)**
		1. Experience with project planning and start-up services;
		2. Project design;
		3. Knowledge and experience with State and Federal requirements;
		4. Experience with financial management;
		5. Experience with contract management;
		6. Experience with competitive bidding process;
		7. Experience with construction management and observation; and
		8. Experience with project closeout.
	2. **Performance (15 points possible)**
		1. Ability to meet schedules and deadlines;
		2. Control of costs; and
		3. Quality of work.
	3. **Capacity and Capability of Firm to Perform Work (15 points possible)**
		1. Staff to be assigned;
		2. Staff experience; and
		3. Staff time available.
	4. **Proximity to and Familiarity with Project Area (10 points possible)**
		1. Convenient proximity to project to facilitate sufficient contact; and
		2. Familiarity with confines of project area.