

West Jackson County Utility District
REQUEST FOR QUALIFICATIONS INFORMATION PACKET

West Jackson County Utility District (“Owner”) will accept sealed statements of qualifications from qualified firms for professional engineering services in connection with the West Jackson County Utility District Sewer Improvements – April Bayou, Bienville & Old St. Martin Areas (“Project”).

The Owner is seeking funding for the Project from the RESTORE Council, through the Mississippi Department of Environmental Quality, as more thoroughly described herein.

If you have any questions concerning the request for qualifications, please call Anthony Greer, Director, 228-872-3898 (xt301) or agreer@wjcud.com.

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, including serving as the Owner’s professional engineering representative for the Project, and providing professional engineering consultation and advice. Activities will include engineering design and permitting services for the West Jackson County Utility District Sewer Improvements Project – April Bayou, Bienville & Old St. Martin Areas to:

April Bayou/Bienville Area: Decommission and remove an existing lift station, construct a new regional lift station and associated components (force main, equipment, controls, etc.) capable of serving an inflow of 1,000+ gpm, and install approximately 17 precast sewer manholes with watertight lids, 3,400 LF of 8" PVC sewer main, and 1,000 LF of 6" PVC sewer services.

Old St. Martin Area: Decommission and remove a terra cotta clay gravity sewer main and associated manholes and install approximately 12 precast sewer manholes with watertight lids, 2,200 LF of 8" PVC sewer main, and 1,000 LF of 6" PVC sewer services.

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 person within the firm who will be the Owner’s contact and will be primarily responsible for rendering services if the firm is selected.

Statements of Qualifications must include the following information:

1. Capabilities, Experience, and Past Performance: Each firm or individual will be evaluated on its demonstrated capabilities and experience to provide engineering services to the Owner. Proposers are encouraged to elaborate on their qualifications and performance data or staff pertinent to the proposed project.

2. Key Personnel: Each firm or individual will be evaluated on the experience and education of the key personnel that will be assigned to the Owner’s project.
3. Ability to Accomplish Work: 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 (emphasis on local staffing), 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.
4. Local Experience: Each firm or individual will be evaluated on its familiarity with the state and local regulations and procedures.
5. Federal Grant Project Experience: The experience of the firm or individual with federal grant programs. The information submitted should, as a minimum, include: (1) type of federal program, (2) the amount of federal funds; and (3) types of project activities undertaken, pertinent to federally-assisted projects.
6. Other: Each firm or individual will be evaluated on any supportive information that demonstrates their capabilities to best suit the needs of the Owner.

All statements of qualifications will be rated on the following system to determine the best qualified proposer:

Qualifications Criteria	Description of Criteria	Weight
Capabilities, Experience & Past Performance	Evidence of specialized training and education required for engineering design and construction of a public sanitary sewer.	20%
Key Personnel	Provide evidence of experience and education of the key personnel that will be assigned to the Owner’s project.	20%
Ability to Accomplish Work	Demonstrate the availability of resources necessary to meet the project schedule required by the Owner for funding	20%
Local Experience	Evidence of sufficient professional engineering experience with similar sanitary sewer projects and applicable state and local regulations and procedures. Include direct experience and knowledge of the District’s sewer system and its standards and specifications.	20%
Federal Grant & Loan Project Experience	List (1) type of federal program, (2) the amount of federal funds; and (3) types of project activities undertaken, pertinent to federally-assisted projects.	10%
Other: References & Ability to Communicate	Provide three or more references from previous clients for whom similar projects have been completed. Ability to Communicate in a timely and thorough manner.	10%
	Total Score =	100%

The Selection Committee will open and review each statement and select a qualified firm or individual with which to negotiate. Six (6) copies of the statement of qualifications should be packaged, sealed, and properly labeled as follows:

NAME OF FIRM OR INDIVIDUAL
STATEMENT OF QUALIFICATIONS FOR ENGINEERING SERVICES
**West Jackson County Utility District Sewer Improvements – April Bayou, Bienville & Old St.
Martin Areas**

and delivered or mailed to the address below no later than 2:00 P.M., February 26th, 2026:

West Jackson County Utility District
Customer Service Center
7200 McCann Road
Biloxi, MS 39532
Or
P.O. Box 1230
Ocean Springs, MS 39566

Firms submitting Statements of Qualifications are solely responsible for meeting submittal deadlines. Statements of Qualifications received after the stated 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 ninety (90) days from the date of opening of statements for the purpose of reviewing the statements and investigating qualifications of the applicants prior to awarding. A contract will be awarded to the qualified firm whose statement of qualifications is determined to be most advantageous to the Owner. The 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.

Warranties

By applying to this RFQ, firms/individuals submitting Statements of Qualifications warrant and represent the following:

1. The firm/individual does not have any unpaid Federal tax liability for which all judicial and administrative remedies have been exhausted.
2. The firm/individual has a valid UEI number with the General Services Administration's, government-wide System for Award Management Exclusions (SAM exclusions). The SAM Exclusions can be found at <https://www.sam.gov/portal/public/SAM/>.

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

The Owner is an equal opportunity employer.

Any contract awarded must comply with the Minority Business Enterprise and Women Business Enterprise contracting requirements outlined in "Attachment B" to this solicitation. MBE and/or WBE individuals/firms are encouraged to respond to this solicitation.

ATTACHMENT A: ADVERTISEMENT – REQUEST FOR QUALIFICATIONS

West Jackson County Utility District

ADVERTISEMENT - REQUEST FOR QUALIFICATIONS

Sealed Statements of Qualifications will be received by the West Jackson County Utility District
at West Jackson County Utility District

Customer Service Center
7200 McCann Road
Biloxi, MS 39532
Or
P.O. Box 1230
Ocean Springs, MS 39566

until 2:00 P.M., February 26th, 2026 for:

April Bayou/Bienville Area: Decommission and remove an existing lift station, construct a new regional lift station and associated components (force main, equipment, controls, etc.) capable of serving an inflow of 1,000+ gpm, and install approximately 17 precast sewer manholes with watertight lids, 3,400 LF of 8" PVC sewer main, and 1,000 LF of 6" PVC sewer services.

Old St. Martin Area: Decommission and remove a terra cotta clay gravity sewer main and associated manholes and install approximately 12 precast sewer manholes with watertight lids, 2,200 LF of 8" PVC sewer main, and 1,000 LF of 6" PVC sewer services.

The selected firm shall provide engineering services related to the scope of work described.

Information packets will be located at the physical address listed above, Monday through Friday, 8:00 a.m. to 4:00 p.m. 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 viewed utilizing the Mississippi Procurement Technical Assistance Program (MPTAP) website at <https://mscpc.com>.

Any contract awarded under this solicitation may be paid for in whole or in part with grant funding from the RESTORE Council and the Mississippi Department of Environmental Quality under the Resources and Ecosystems Sustainability, Tourist Opportunities, and Revived Economies of the Gulf Coast States Act of 2012 (RESTORE Act). Any contract resulting from this solicitation will be subject to the terms and conditions of said funding award, the RESTORE Act

Financial Assistance Standard Terms and Conditions and Program-Specific Terms and Conditions, the Standard Sub-Award Terms and Conditions, the RESTORE Act, 33 U. S. C. 1321(t), Treasury Regulations 31 C. F. R. § 34 et seq., including 31 C. F. R. §§ 34, Subpart D, all applicable terms and conditions in 2 C. F. R. Part 200 (including Appendix II to Part 200), and all other OMB circulars, executive orders or other federal laws or regulations, as applicable. The Mississippi Department of Environmental Quality, the United States, or any of its departments, agencies or employees is not and will not be a party to this solicitation or any resulting contract.

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.

If you have any questions concerning the Request for Qualifications, please call Anthony Greer, Director, 228-872-3898 x301 or agreer@wjud.com.

**ATTACHMENT B: CONTRACTING WITH SMALL AND MINORITY BUSINESSES,
WOMEN'S BUSINESS ENTERPRISES, AND LABOR SURPLUS AREA FIRMS**

Documentation of compliance with the following requirements is a matter of contractor responsibility. When subcontracting, the contractor must submit documentation of good faith efforts to meet the project's MBE/WBE requirements before contracted work can commence. (MBE/WBE requirements are outlined below and can be found at 2 C. F. R. §200.321.) Failure on the part of the contractor to submit proper documentation may cause the Owner not to execute or to terminate the contract.

(a) The prime contractor must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

(b) Affirmative steps must include:

- (1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
- (2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
- (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
- (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises; and,
- (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.

The prime contractor should note that this requirement mandates two responsibilities. Separate solicitations must be made of minority **and** women's business enterprises.

**SUBMITTAL OF MINORITY BUSINESS ENTERPRISE AND
WOMEN'S BUSINESS ENTERPRISE (MBE/WBE) DOCUMENTATION**

Prior to contract execution, the prime contractor must submit:

- A written certification that no subcontracts will be issued.
- OR -
- The Subcontractor Listing Form detailing all subcontractors from whom quotes were received including name, contact person, address, phone, and status (MBE, WBE or Non).

If subcontractors will be utilized, the prime contractor must submit the following for subcontracts proposed to be awarded to MBE/WBE enterprises:

- A certification from each MBE and/or WBE firm declaring its status as a MBE or WBE firm. This can be an MDOT, SBA or MDA certification. A self-certification is acceptable, if the certification specifies the basis for MBE/WBE designation (e.g., the business is 51% owned and daily operation is controlled by one or more women or minority owners).

If subcontractors will be utilized, the prime contractor must submit the following for subcontracts proposed to be awarded to Non-MBE/WBE:

- For all subcontracts for which there are capable certified MBE/WBE firms existing to potentially perform the work, letters transmitted to MBE and WBE firms requesting quotes or proposals for specific subcontracting opportunities and encouraging inquiries for further details. Solicitations should have been sent in a timely manner, including allowed response time.
- A listing of certified MBE and WBE firms from whom quotes or proposals were received, if any, who were not awarded subcontracts.
- Evidence that each Non-MBE/WBE subcontractor selected for the scope of work, was lower in price than each MBE/WBE proposal (or that there is some other acceptable reason to select the Non-MBE/WBE) and that the scope of work was the same for both the MBE/WBE and Non-MBE/WBE.

The contractor may utilize the following resources to assist in MBE/WBE affirmative outreach:

-MDOT Disadvantaged Business Entity (DBE) Website:

<http://sp.mdot.ms.gov/Civil%20Rights/Pages/DBE.aspx>

-MDA Minority Business Enterprise/Women Business Enterprise (MBE/WBE) Directory:

<https://minority.mississippi.org/MinorityBusinessDirectory.aspx>

Should the Prime Contractor intend to later issue a subcontract, the above affirmative steps must be followed and documentation of such submitted to the Owner for review as described under this section.