



RFQ#22-500-7-99

July 12, 2022

Request for

STATEMENTS OF QUALIFICATIONS

For

Engineering Services

For

General Civil Engineering

**Pearl River Valley Water Supply District
Ridgeland, Mississippi 39157**

Engineering Services For General Civil Engineering

I. INTRODUCTION/INVITATION

The Pearl River Valley Water Supply District (PRVWSD) is seeking to contract for civil engineering services, on an as needed basis, for a specified term.

The PRVWSD is therefore soliciting Statements Of Qualifications (SOQs) from professional engineering firms interested in contracting with the PRVWSD for such services. You are hereby invited to submit a response to this request in accordance with the requirements set forth herein.

II. THE PROJECT

The PRVWSD desires to retain a consultant, or consultants, to provide services for general civil engineering.

Generally the work will include, but not be limited to:

- A. Studies and Reports
- B. Structural Engineering
- C. Roadway and Traffic Engineering
- D. Engineering of Piers, Docks, Seawalls and Retaining Walls
- E. Drainage, stormwater management and erosion control engineering
- F. Site/Civil Engineering

III. SCOPE OF WORK

- A. Studies and Reports
- B. Plans and specifications for projects
- C. Surveys for engineering projects
- D. Construction phase services for projects
- E. Construction cost estimating
- F. Bidding phase services
- G. Other services, as may be deemed necessary
- H. The following types of projects would be representative of those that may be assigned to selected consultants:
 - 1. Site design for buildings, parks, campgrounds of other facilities.
 - 2. Drainage repairs for improvements.
 - 3. Shoreline facilities such as docks, piers, seawalls, and boat ramps.
 - 4. Minor structures such as retaining walls, drainage structures and utility structures.
 - 5. Roadway maintenance and improvements.
 - 6. Electrical distribution projects for site lighting or power at parks and campgrounds.
 - 7. Traffic engineering.
 - 8. Preparation of applications for grant funds from various state, federal, and private sources.
 - 9. Topographic surveying to support civil engineering design projects.

Additional tasks may be developed for future analysis as needed.

IV. TERM OF SERVICE

Contracts awarded as a result of this solicitation shall begin on the date established in the Notice To Proceed and run for a period of four (4) years.

IV. SUBMITTAL REQUIREMENTS

All statements of qualifications should include the information outlined below in the following order:

- A. Cover Letter/Business Information: State the full name and address of your organization and the branch office, if any, which will perform the services described in this Statement of Qualification. Include telephone numbers, points of contact, and official signature of an authorized company representative. If the submitter is a corporation, provide an impression of the corporate seal.
- B. Qualifications and Experience of Prime Consultant and All Sub-Consultant Firms: Include a description of the firm's experience, history and qualifications for the last five (5) years with regards to similar work.
- C. References: Provide three (3) verifiable references for clients with whom the firm has done work within the last five (5) years. Include the name, address, telephone number, point of contact, and description of the work for projects that are similar in complexity and/or nature to projects that may result from this SOQ.
- D. Project Team: Provide organizational chart of project team. Provide resumes describing the background, experience and qualifications, location and length of service of key personnel that will be assigned to projects. Provide professional registration numbers for the State of Mississippi for all project team members.
- E. Sub-consultants and associated firms: Identify all other firms that are included in this statement of qualifications. State the nature of the association and why the association is necessary.
- F. Understanding of the project: Include a statement of the firm's understanding of the projects, and the proposed approach for providing the requested services and schedule.
- G. Additional services required: Based on the firm's understanding of potential projects, identify any additional services that might be required.
- H. Other relevant information: Include any other relevant information concerning the projects and/or your qualifications.

VI. SUBMITTAL INSTRUCTIONS

Five (5) copies of the completed signed SOQ **bound in 3 ring binders** must be received at the main office of the Pearl River Valley Water Supply District **on or before August 2, 2022 at 10:00 a.m., local time. The copies of the SOQ must be submitted in a sealed envelope or container identified on the outside as follows:**

FOR HAND DELIVERY:

Submitter's Name
Address
Telephone Number

RFQ#22-500-7-99
Statement of Qualifications for
Engineering Services .
For Civil Engineering Services

PRVWSD
115 Madison Landing Circle
Ridgeland, MS 39157

To be received on
August 2, 2022, at 10:00 a.m.

FOR MAILING:

Mailed submittals must include two envelopes with the outer envelope addressed as follows:

Chief Engineer
PRVWSD
P. O. Box 2180
Ridgeland, MS 39158

The inner envelope must be addressed for hand delivery as indicated above. Submitters are responsible for informing any commercial delivery service, if used, of all delivery requirements and for ensuring that the required address information appears on the outer wrapper or envelope used by such service.

The Statement of Qualifications must be signed by an officer of the company, legally authorized to enter into a contractual relationship in the name of the proposer.

Failure to comply with any of the aforementioned requirements may result in the Statement of Qualification being rejected as non-responsive.

PRVWSD will issue responses to inquiries and any other corrections or amendments it deems necessary in written addenda issued prior to the Statement of Qualification due date. Proposers should not rely on any representations, requests or explanations other than those made in this request for Statement of Qualifications or in any addendum to this request for Statement of Qualification.

Where there appears to be a conflict between the request for Statement of Qualification and any addenda issued; the last addendum issued will prevail.

Statement of Qualifications received after the due date and time will not be considered. Modifications received after the due date will not be considered. No responsibility shall be attached to the PRVWSD for the premature opening of Statement of Qualifications not properly addressed and identified, and/or delivered to the wrong office.

PRVWSD may reject any and all Statement of Qualifications and reserves the right to waive any technicalities, irregularities, or informalities in any Statement of Qualification or in the proposed procedure.

VI. SUBMITTAL INSTRUCTIONS

Initial Evaluation Criteria: Evaluation criteria and assigned weighing factors to be used in determining the short list firms in order of importance are:

1. Experience in General Civil Engineering (25%)
2. Experience with Recreational Facilities and Reservoirs/Dams (25%)
3. Technical Competence, education and experience of consultant's staff (25%)
4. Experience with permit and grant applications preparation and familiarity with permitting/funding agencies (15%)
5. Availability and capacity of consultant to respond quickly to requirements (10%)

A proposal review committee will convene to review and evaluate all Statements of Qualifications submitted.

The PRVWSD reserves the right to select up to three (3) firms receiving the highest ranking for recommended for this contract. If, for any reason, a contract cannot be mutually agreed upon, PRVWSD may elect to initiate negotiations with the firm receiving the next highest ranking by the committee.

VIII. CLOSING

All questions should be addressed to:

Mark Beyea
Chief Engineer
P. O. Box 2180
Ridgeland, MS 39158
Office: (601) 856-6574
Fax: (601) 856-6639
Email: mbeyea@therez.ms