



**RFQ#22-500-9-99**

**December 14, 2022**

**Request for**

**STATEMENTS OF QUALIFICATIONS**

**For**

**General Water-Sewer Environmental  
Engineering Services**

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

## **General Water-Sewer Environmental Engineering Services**

### **I. INTRODUCTION/INVITATION**

The Pearl River Valley Water Supply District (PRVWSD) is seeking to contract for general water-sewer environmental 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.

The PRVWSD operates five separate water supply systems, six separate sewage collection systems, and several small on-site wastewater treatment units. All water supply systems provide water from wells and currently include chlorination and fluoridation equipment. The District operates nine (9) water supply wells, six (6) elevated water storage tanks and one (1) ground storage water tank. Five of the sewer systems consist of gravity collection lines and lift stations pumping through force mains. One (1) sewer system consists of individual grinder pump stations and low pressure force mains. The District operates over sixty sewer pumping stations of both the self-priming and submersible pump types.

### **II. THE PROJECT**

The PRVWSD desires to retain a consultant, or consultants, to provide services for general water-sewer environmental engineering. The work may include, but not be limited to:

- A. Studies and Reports Related to Water Supply, Water Distribution, Water Treatment, or Other Aspects of Public Drinking Water Supply.
- B. Studies and Reports Related to the Collection, Transport, Treatment or Disposal of Wastewater.
- C. Preparation, Submission and Monitoring of Permit Application for Construction of Water Supply and Wastewater Treatment Facilities.
- D. Preparation, of Grant Applications for Funds to Construct, Repair, or Improve Water and Wastewater Projects.
- E. Investigation of Problems Related to Water Supply, Treatment or Distribution Systems and Recommendations for Resolutions.
- F. Investigation of Problems Related to Wastewater Collection, Transport, Treatment or Disposal Systems and Recommendations for Resolutions.
- G. General Consultation on Matters Related to Public Water Supply and Wastewater Removal Systems.

### **III. SCOPE OF WORK**

- A. Studies and reports pertaining to water supply including: wells, tanks, treatment equipment, distribution systems and metering.

- B. Studies and reports pertaining to wastewater removal including: collection systems, pumping stations, force mains, treatment equipment, odor control and disposal.
- C. Design and bidding of water and wastewater projects.
- D. Planning and monitoring wastewater system evaluation surveys.
- E. Observation and monitoring of construction to ensure conformance with requirements and/or to document characteristics and quality.
- F. Preparation of applications for grant funds to construct, repair or improve water and waste water systems.
- G. Administration of grants for water and sewer system construction, repair or improvement.
- H. The following types of projects would be representative of those that may be assigned to selected consultants:
  - 1. Investigation of volume, pressure, quality, integrity or metering problems in water supply systems with recommendations for resolution.
  - 2. Investigation of capacity, condition, overflow, integrity or odor problems in wastewater collection systems with recommendations for resolution..
  - 3. Design and bidding of projects involving the construction, repair or improvement of water supply or wastewater collection systems.
  - 4. Observation and documentation of construction of water or wastewater projects.
  - 5. Preparation of applications for grant funds to construct water or wastewater improvement projects.
  - 6. Administration or grants for construction of water or sewer improvements.
  - 7. Preparation of water and sewer rate studies.
  - 8. Preparation of permits required for the construction or operations of water supply and wastewater collection and treatment systems.

Additional tasks may be assigned, provided both parties agreed upon the scope and detail of services required.

#### **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.

#### **V. 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 Request For Statements of Qualifications. Include telephone numbers, points of contact, and official signature of an authorized company representative. If the respondent 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 regard 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 an organizational chart of project team. Provide resumes describing the education, background, experience, qualifications, location and length of service of key personnel who will be assigned to projects. Provide professional registration number(s) state(s) of registration for all professionally licensed/registered 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. Submissions shall consist of no more than fifty (50) single sided 8” x 11 ½” sheets with no print smaller than 10 point size. No oversized pages shall be used.

## 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 January 19, 2023 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#22-500-9-99 Statement of Qualifications for For General Water-Sewer Environmental Engineering Services	
PRVWSD 115 Madison Landing Circle Ridgeland, MS 39157	To be received on January 19, 2023, 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. Respondents 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 respondent.

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 Qualifications due date.

REspondents should not rely on any representations, requests or explanations other than those made in this request for Statements of Qualifications or in any addendum to this request for Statements of Qualifications.

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

Statements 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 Statements of Qualifications not properly addressed and identified, and/or delivered to the wrong office.

PRVWSD may reject any and all Statements of Qualifications and reserves the right to waive any technicalities, irregularities, or informalities in any Statements of Qualifications 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 Water-Sewer Environmental Engineering and permitting (25%)
2. Experience with systems of the types used by PRVWSD (25%)
3. Technical Competence, education and experience of consultant's staff (25%)
4. Familiarity with the construction, maintenance, and operation of the PRVWSD's water and sewer systems (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, P.E.**

**Chief Engineer**

**P. O. Box 2180**

**Ridgeland, MS 39158**

**Office: (601) 856-6574**

**Fax: (601) 856-6639**

**Email: [mbeyea@therez.ms](mailto:mbeyea@therez.ms)**