

**CITY OF DIAMONDHEAD**  
**REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES**  
**RFQ 2025-007**

**General:** The City of Diamondhead seeks “Request for Qualifications” from qualified engineering firms to provide engineering services under two (2) separate scopes of service; Scope 1 on an “as needed” basis for general engineering needs, including but not limited to, preliminary non-federal project design, and Scope 2 for other federal program or non-federal funded projects. The City Council may select one or more firms to provide said services using the “Competitive Negotiation Procedure for Professional Services”. The Request for Qualifications is due no later than **10:00 a.m. on Friday, October 10, 2025** at the City of Diamondhead, Attn: City Clerk, 5000 Diamondhead Circle, Diamondhead, MS 39525.

**Scope of Services:**

- Scope 1) General engineering services provided under a Master Service Agreement for potential project as may be needed include, but are not limited to drainage, recreation, landscaping, sitework, road and bridge projects, GIS Services, subdivision plan and plat review, floodplain management services – ~~**DELETE: qualification and fee-based selection on pre-determined Standard Hourly Fee Schedule included in the RFQ labeled Exhibit “I”.**~~
- Scope 2) Federal-funded projects include, but are not limited to GOMESA, MDOT, funding opportunities available and/or administered through Mississippi Development Authority or any funding opportunity whether supported in- whole or in- part with federal funds.

Any contract resulting from this solicitation may be subject to any terms and conditions of applicable federal and/or state funding laws and regulations.

Minority and women’s business enterprises are solicited to submit a bid on this contract as prime contractors and are encouraged to make inquiries regarding potential subcontracting opportunities.

All firms submitting a proposal **MUST** make positive efforts to use small and minority owned business and women business enterprises. See 2 C. F. R. §200.321 Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms.

**Term of Contract:** The City may enter into a four-year contract with the selected engineering firm(s).

Detailed specifications, including sample contract(s) and exhibits, are on file and may be examined without charge at the following locations:

City of Diamondhead  
5000 Diamondhead Circle  
Diamondhead, Mississippi 39525

[www.diamondheadbids.com](http://www.diamondheadbids.com)  
(log-in/registration required)

Specifications are being made available via hard copy or digital download. Interested firms are required to log-in or register for an account to view or order bid documents at

[www.diamondheadbids.com](http://www.diamondheadbids.com). Specification documents are non-refundable and must be purchased through the website. Questions regarding website registration and online orders, please contact Plan House at 228-248-0181. No partial sets of specifications will be issued. No specification documents (hard copies or electronic copies) will be issued to firms within twenty-four (24) hours of the time indicated above for receiving proposals.

Proposals must be submitted in accordance with instructions in the Request for Qualifications issued by the City of Diamondhead. Proposals in response to the RFQ shall be in hardcopy with accompanying digital copy in a sealed envelope and outside of envelope shall be marked plainly **Request for Qualifications Engineering Services RFQ 2025-007** and shall be addressed to Jeannie Klein, City Clerk, City of Diamondhead at 5000 Diamondhead Circle, Diamondhead, Mississippi 39525. No electronic, oral, telegraphic, telephonic, or e-mail proposals will be considered. Each firm shall write firm name and address on the outside of the sealed envelope containing the proposal. All interpretations of the RFQ shall be directed in writing to Jon McCraw, City Manager at [jmccraw@diamondhead.ms.gov](mailto:jmccraw@diamondhead.ms.gov). An acknowledged received copy of all RFQ Addenda issued by the City of Diamondhead via Plan House must be included with the proposal(s).

**Submittal of Proposal:**

Each firm submitting a proposal(s) should submit at least one hardcopy clearly labeled for each service scope and a combined singular digital copy of their proposal(s).

The City of Diamondhead reserves the right to reject any and all proposals received.

By Order of the Governing Body of the City of Diamondhead, this the 2nd day of September 2025.

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Jeannie Klein, City Clerk  
Diamondhead, Mississippi

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