

CITY OF DIAMONDHEAD
REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES
RFQ 2021-007

General: The City of Diamondhead seeks “Request for Qualifications” from qualified engineering firms to provide engineering services under three (3) separate scopes of services; 1 on an “as needed” basis for general engineering needs, but not limited to preliminary non-federal project design, (2) for other federal or non-federal-funded projects and (3) for a contracted City Engineer. 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 Thursday, September 1, 2021** 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 – **qualification and fee-based selection on pre-determined Standard Hourly Fee Schedule**
- Scope 2) Federal-funded projects include, but are not limited to, American Rescue Plan Act, Gulf Coast Restoration Fund, GOMESA, MDOT, Rebuilding American Infrastructure with Sustainability and Equity (RAISE), Tidelands Funds and other funding opportunities available and/or administered through Mississippi Development Authority or any funding opportunity whether supported in- whole or in- part with federal funds. **Qualification-based selection.**
- Scope 3) City Engineer contract with retainer to attend City Council meetings and to provide guidance and oversight on city projects to include but not limited to drainage, recreation, landscaping, sitework and roadway and bridge projects, subdivision plan and plat review. **Qualification-based selection.**

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 specification, 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
(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. 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. Proposal 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 RFO 2021-107** and shall be addressed to Jeannie Klein, City Clerk, City of Diamondhead at 5000 Diamondhead Circle, Diamondhead, Mississippi 39525. No 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 Michael Reso, City Manager at mreso@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 for each service scope and a 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 ____ day of _____, 2021.

Jeannie Klein, City Clerk
Diamondhead, Mississippi

By _____

(SEAL)

Publish 7/28/21 and 8/4/21

**ENGINEERING SERVICES
CRITERIA FOR SELECTION**

<u>CRITERIA</u>	<u>MAXIMUM POINTS</u>
1. <u>PAST JOB PERFORMANCE-</u> Provide information regarding the experience of the firm particularly with regards to past projects it has performed for or within the City of Diamondhead corporate limits	20
2. <u>EXPERIENCE/QUALIFICATIONS</u> Information regarding the experience of the firm Particularly with projects for municipalities the same size or larger than Diamondhead with emphasis on drainage, parks and recreation, Tidelands, MDOT, MDA administered projects, roads and bridges, environmental and permitting and subdivision planning. The information submitted should as a minimum include: (1) Type of federal program; (2) The amount of Federal Funds; (3) Types of project activities undertaken; (4) The RFQ proposal should detail information with regards to experience in specific tasks pertinent to federally assisted projects.	30
3. <u>MDOT CERTIFICATIONS</u> Identify personnel within your firm certified to perform engineering work with Mississippi Department of Transportation (MDOT)	25
4. <u>CAPACITY FOR PERFORMANCE</u> Identify member and title of staff available to provide services. As Evidence of ability, the City will consider previous record with regard to performance Federally assisted programs.	25
TOTAL POINTS	100

Exhibit 1

CITY ENGINEER

General Services | Scope of Services

For a fixed monthly amount paid by the City of Diamondhead (OWNER) to ENGINEER (ENGINEER), ENGINEER will provide the following services:

- Attend bi-weekly meeting of the City Manager and City Council and special call meetings.
- Attend meetings with City Manager, city staff or city's consultants on an as-needed basis.
- Attend Planning & Zoning Commission meetings as needed.
- Develop plans and estimates for proposed in-house improvements requested by the City.
- Coordinate permit applications for in-house improvements with DWSD, MSDH and MDEQ.
- Design engineering and provide scope of work for quotation packages for all projects under \$50,000 (as needed).
- Assist the City with preparation of Tidelands, GOMESA and other funding source applications as needed.
- Evaluate and provide recommendation for drainage repairs and improvements throughout the City.
- Develop schematic plans, estimates, and schedules for short-term and long-term City improvements and master planning.
- Other miscellaneous general services not included in the items listed below.

These services include engineering services, CAD drafting services, inspection services, administrative services, document preparation and printing, travel, telephone consultation, and overhead associated with the completion of tasks. ENGINEER does not charge overtime rates when responding to calls and inspecting projects after hours and on weekends.

Work-Outside Basic Services

For all other specific projects to bid and specialized services we propose to bill under a project specific negotiated fee or Time and Material at the hourly rates attached. We would anticipate these types of projects and activities to include the following:

- Bid projects over \$50,000
- Projects funded outside of the City's General Funds
- GIS surveying
- Geotechnical services
- Specialized environmental services
- Testing
- Specialized architectural services

- Specialized inspections
- Full time RPR
- Specialized mechanical services
- Specialized electrical services

Also, any City project that is funded with City funds that is required to be bid in accordance with state law or federal law will be considered as an additional service. Special projects for recreation, police, or fire departments will also be considered an additional service. Finally, any time and cost associated with preparation for court or other legal proceedings will be provided outside of the general engineering on a time and material basis.

The above tasks include engineering, drafting and CAD services, inspection, document preparation and printing, travel cost, telephone consultations, and other overhead cost associated with the task.

All GIS, survey, environmental, or architectural services will be considered an additional service and outside of the general services discussed above.

On other projects handled by ENGINEER as an additional service to the agreement, payment will be determined on a project-by-project basis depending upon the source of funds and the project specific requirements. Projects to be handled as an additional service include but are not limited to:

Projects funded by other sources, such as LPA, MDOT, FHWA, PHWD; FEMA/\\IEMA; CIAP; State Revolving Funds; COE funds (i.e., 592); CDBG; SPAP projects; EPA projects; State or federal grants or loans; or any other project funded outside the City's normal operating funds, i.e., water, sewer, and general fund.