

**CITY OF TUPELO REQUEST FOR QUALIFICATIONS FOR
CONSTRUCTION MANAGEMENT SERVICES**

RFQ 2023-031PW

**CITY OF TUPELO REQUEST FOR QUALIFICATIONS TO PROVIDE
ENGINEERING SERVICES FOR ARPA WATER, WASTEWATER AND STORM
WATER INFRASTRUCTURE**

RFQ 2022-031PW

PURPOSE:

The City of Tupelo is seeking Statements of Qualifications from interested construction management firms for the purpose of providing construction management services for a program of work attached as Exhibit “A”.

SCOPE OF SERVICES AND REQUIREMENTS:

The PROJECT consists of two (2) separate groups of storm water infrastructure projects in Tupelo, Mississippi, with a total budget of approximately **\$9,000,000**. All projects must be eligible under the EPA’s Clean Water State Revolving Fund (CWSFR) program, or any other storm water project eligible through ARPA guidelines, guidance, rules, regulations, and other criteria, as may be amended from time to time by the United States Department of Treasury. ARPA funding for projects comprising this program must be obligated by December 31, 2024 and expended by December 31, 2026. The work covered by this request includes those responsibilities, basic services and any additional services set forth in AIA Document C132 – 2009, particularly Articles 3 and 4 as contained in a final contract. These services will be paid for solely by City local funds and will not use City local ARPA funds or State of Mississippi matching ARPA funds.

GENERAL INSTRUCTIONS:

Method of procurement. The City of Tupelo has determined that Request for Qualifications would be practicable and advantageous to the city and has made that determination based on the nature of the services, i.e. professional services, where quality, availability or capability is overriding in relation to price in procurements for such services.

Submissions: Interested firms are therefore required to submit one original and eight copies of their response marked “City of Tupelo Request for Qualifications to Provide Construction Management Services RFQ 2023-023PW”. Qualifications should be received before **10:00 a.m. on Monday, May 15, 2023**, in the office of the City Engineer, Dennis Bonds, 71 East Troy Street, Tupelo MS, 38804.

Mail responses to:

City of Tupelo

Dennis Bonds, City Engineer

P.O. Box 1485

Tupelo, MS 38802-1485

Hand-deliver responses to:

City of Tupelo

Dennis Bonds, City Engineer

71 East Troy Street

Tupelo, MS 38804

Form of RFP. Qualifications must be clearly identified with “City of Tupelo Request

for Qualifications to Provide Construction Management Services RFQ 2023-023PW” on the front of the sealed envelope along with the firm’s name, address, point of contact, telephone number and email address. Inside the envelope, eight copies of the RFQ response shall be in printed document form and at least one additional copy shall be included on a digital storage device. If corrections or erasures are made to the printed copy, they shall be initialed by the person signing the proposal. No telephone, telegraph, facsimile or email proposal will be accepted. Qualifications submitted after 10:00 p.m. on Monday, May 15, 2023 will not be considered. Responsibility for timely submittal lies solely with the submitting firm.

Pre-submission Conference. A pre-proposal conference will be conducted to answer any questions on **Thursday May 11, 2023** at 10:00 a.m. in Conference Room B, First Floor, City Hall, 71 E. Troy Street, Tupelo, Mississippi. Please advise if arrangements need to be made for teleconferencing.

Pre-selection Discussions. Discussions may be conducted with responsible firms who submit qualifications determined to be reasonably qualified for being selected for award. However, qualifications may be accepted without such discussions. Any discussions shall be for the purpose of clarification to assure full understanding of, and responsiveness to, the solicitation requirements. In conducting discussions, City will not disclose information derived from competing offers. Firms submitting qualifications will be accorded fair and equal treatment with respect to any opportunity for discussion. Revision of qualifications may be permitted after submissions and prior to award for the purpose of obtaining best and final offers.

Selection Criteria. A selection committee will evaluate the qualifications submitted.

If a selection is made, the City of Tupelo will select the proposal or qualifications that, in the opinion of the City Council, shall be the most qualified on the basis of price expressed as a percentage of the total actual construction cost of the program’s projects (30%) technical factors (25%), management factors (40%) and cost factors (5%).

Firms interested in providing these services must submit, as a minimum, the following information to meet these evaluation factors as detailed below:

Price factors –Construction management fees will be expressed as a percentage of the actual construction costs of the project program.

Technical factors - Experience in large and/or complex construction management projects over the past 5 years, particularly projects involving governmental agencies, regulations, contracts and programs; demonstrated understanding of the scope of work and related objectives; demonstrated understanding of ARPA water, wastewater and storm water infrastructure project requirements; demonstrated understanding of the MDEQ MCWI matching grant program [HOME - Mississippi Water Infrastructure \(mswaterinfrastructure.com\)](http://mswaterinfrastructure.com) ; complete and responsive to the specific request for qualifications requirements and past performance where similar qualifications were required.

Management factors - proposed scheduling timeline meet the needs of the city; project management plan, history and experience in performing the work on-time, on-budget and contract-compliant; professional staffing that will be available and dedicated to these projects; and availability measured in terms of location and distance to Tupelo.

Cost factors – Cost of services compared to other qualifications for similar services and adequately explained or documented.

Reservation of Right to Reject. **CITY reserves the right to reject any and all submissions of qualifications.**

Contract Negotiation. City has identified projects in two groups based on the previous selection of two (2) different engineering firms to perform engineering services within those groups. It is the intention of the City to select one (1) construction management firm to manage the program for all projects. Contract price will be determined by negotiation of fair and reasonable compensation after qualifications are evaluated and the most qualified firms submitting qualifications are selected. Construction management fees may be fixed or expressed as a percentage of the actual cost of the project program. While it is the city's intention to build each project listed in the program, the actual cost of the project program is subject to funding. Consequently fixed or percentage fees proposed for construction management services will be based on actual costs of projects funded and built.

MBE/DBE Policy. The City of Tupelo is an equal opportunity employer. Minority and disadvantaged business enterprises will be afforded full opportunity to submit qualifications in response to this request and will not be discriminated against on any grounds.

EXHIBIT A

GROUP 1

Storm Water:

Robins Field arched pipe repairs	\$ 475,000
Holly Hill pipe project	\$ 200,000
Gum Tree Park pipe project	\$ 200,000
Ford Circle pipe project	\$ 200,000
City Park pipe project	\$ 500,000
Van Buren pipe project	\$ 425,000
Ridgeway Drive pipe replacement	\$ 150,000

GROUP 2

Storm Water:

Haven Acres reshape and rip rap ditch	\$1,350,000
Mitchell Road pipe drain upgrade and replacements	\$ 300,000
Gun Club Road box culvert upgrades	\$ 450,000
Barnes Crossing box culvert upgrades	\$ 750,000
Medical Park pipe replacement	\$ 200,000
Danielle Cove replace pipe and rip rap downstream	\$ 450,000