



Water Is Life

Request for Qualifications
for
Professional Engineering Services

RFQ Submittal Deadline: Wednesday, August 1, 2018 at 4:00 PM

The Diamondhead Water and Sewer District reserves the right to cancel this RFQ
at any time without prior notice.

Today's Date

July 11, 2018

Introduction

The Diamondhead Water and Sewer District has a need to retain Engineering Consultants on an “as-needed” basis. The Diamondhead Water and Sewer District (DWSD), Hancock County, Mississippi, acting through its Board of Commissioners, is issuing a Request for Qualifications (RFQ) for qualified consultants to provide the District with professional Engineering services.

DWSD intends to enter into a Professional Services Contract with one or more engineering consultant(s) to provide professional engineering services for a variety of projects on an “as-needed” basis based on an agreed-upon specific scope of services and fees.

Background

The DWSD was established in 1989 pursuant to the authority granted by Miss. Code Ann. § 19-5-151 et seq., (1972), as amended. It is administered by a Board of five commissioners each appointed to staggered five year terms. The Chief Operating Officer is the General Manager. The District provides water and sewer services to the City of Diamondhead. The District is autonomous and fiscally independent of both the County and the City which it serves.

The land area of the City is approximately 6,000 acres (9.4 square miles) and is subdivided into about 8,000 residential lots. At the present time there are about 4,300 active water and sewer service connections serving a population of about 10,000 residents.

Description of the existing water and wastewater system

The District operates a 2.5 MGD activated sludge wastewater treatment plant to treat flow from 35 wastewater lift stations.

Diamondhead Water and Sewer District consists of 9.4 square miles and contains over 95 miles of sanitary sewer mains, 35 sewerage pump stations, 1,440 manholes, 1- 500,000 gallon elevated storage tank, 4 water wells with a combined pumping capacity of 5,700 GPM, 85 miles of water mains, 1,465 main line water valves, and 558 fire hydrants. To assist in maintaining this infrastructure, DWSD is seeking the services of a qualified engineering consultant(s).

Scope of Services

It is the intent of DWSD to use the selected consultant(s) on an “as-needed” basis. The specific scope of work and fee schedule for each work product will be individually agreed upon. The selected consultant(s) shall have demonstrated experience in areas relating to water and sewer operations including but not limited to:

- Pump Station/Force Main Evaluation and Design;
- Wastewater Facilities Evaluation and Design;
- Stormwater and Erosion Control Design;
- Street Improvement/Repair Design;
- Water well construction and improvement;
- Distribution system evaluation through hydraulic modeling; and
- Distribution system addition and improvements.

While not required, experience in the following types of work is highly desirable:

- Surveying;
- Building/Facility Design;
- Hazardous Material Mitigation;
- Construction Administration/Inspection;
- Environmental Compliance;
- Compliance with MEMA/FEMA Regulations and Requirements;
- Diamondhead Water and Sewer District Standards; and
- Familiarity with DWSD current infrastructure.

To demonstrate experience, consulting firms are being asked to submit a Statement of Qualifications (SOQ).

Submittals

Seven (7) copies of the SOQ must be received by 4:00 PM on Wednesday, August 1, 2018. Late or faxed submittals will not be accepted. Submittals shall not exceed 30 pages.

Submit SOQ to:

Diamondhead Water and Sewer District
David Carden, General Manager
4425 Park Ten Dr.
Diamondhead, MS 39525

For questions or additional information, please contact:

John Cumberland
Business / Office Manager
Phone: (228) 255-5813
Fax: (228) 255-5840
E-mail: jcumberland@dwsd.us

Submittal Contents

Submittals shall contain the following information:

Cover Letter (including a completed “Cover Sheet”). See, Attachment A to this RFQ.

Firm’s Capabilities: This section should demonstrate the firm’s capabilities to provide engineering services for a variety of anticipated work as described in the scope of services section.

Firm Organization: This section should identify key personnel that will be assigned to DWSD’s projects. The “Principal in Charge” should be identified as a one person contact for all on-going projects. The “Principal in Charge” shall remain the point of contact for the duration of the contract. If the firm has an office in Hancock County, as well as an office outside of the County, the staffing of the local office must be clearly indicated separately from the firm’s total staffing.

Rate Sheet: This section should identify the rates for various positions proposed to work on DWSD projects. It is expected that the rates will remain in effect for the duration of the contract. In no case shall rates be changed unless agreed to in writing by the Diamondhead Water and Sewer District. The rate sheet shall also include the standard mark-up rates for the use of sub consultants and allowable reimbursables.

References: This section should identify three references that DWSD can contact to evaluate the firm’s past work experience (Attachment B of this RFQ includes a format for reference contact information that can be utilized to fulfill this requirement).

Selection Criteria

Each submittal shall be judged as to the consultant's capabilities and experience to perform general engineering services. Selection will be based on a 100 - point criteria as follows:

(40) Capabilities, Experience and Past Performance: Each firm will be evaluated on its demonstrated capabilities and experience to provide general engineering services to DWSD. Past performance on similar types of work will be reviewed and judged on quality of work, adherence to schedule, availability and compliance to local codes and regulations.

(20) Key Personnel: Each firm will be evaluated on the experience and education of the key personnel that will be assigned to DWSD's projects.

(20) Ability to Accomplish Work: Each firm will be evaluated on its ability to provide general engineering services in a timely manner. Items to be considered include number of qualified staff (emphasis on local staffing), support staff, available equipment and facilities. Registration as a professional civil engineer/ land surveyor is considered a requirement in the ability to accomplish the work.

(10) Local Experience: Each firm will be evaluated on its familiarity with the Diamondhead Water and Sewer District's codes, regulations, procedures and infrastructure requirements.

(10) Firm's Location: Each firm will be evaluated on the location of its office, location of the "principal in charge" and other key staff as well as any supportive information that demonstrates their capabilities to best suit the needs of the Diamondhead Water and Sewer District.

An evaluation committee will review and rank the submittals based on the above criteria. The top-rated firms will be short listed and invited to an interview. Based on the submittals and interviews, a consultant(s) will be recommended to the Diamondhead Water and Sewer District's Board of Commissioners for a Professional Engineering Services Contract. Upon the Commission's approval, the contract will be awarded. Should DWSD and the selected Consultant(s) be unable to agree on contract terms, the award of the contract will be offered to the second ranking firm, and so forth as necessary. The second and third ranking consultants may also be called upon to provide general engineering services in the event the primary "as-needed" consultant does not have the experience, time, or resources to provide the needed services.

DWSD recognizes that the as-needed consultant(s) may not have experience or capacity to provide professional services in all disciplines which may be required for a specific project and may desire to supplement their capabilities by teaming with sub-consultants. It is important to describe these partnerships; however, the selection of the as-needed civil engineering consultant will be based on the submitting firm's capabilities as described in the preceding selection criteria.

Contract Duration

The consultant(s) selected will serve as one of DWSD's "as-needed" Engineering consultant for a period of one year from the signing of the professional services contract. DWSD reserves the right to terminate the contract, upon thirty (30) days written notice, when it is determined it is in the best interest of DWSD. DWSD may also elect to renew the annual contract for up to five (5) consecutive years as approved by the Board of Commissioners.

Attachment A

COVER SHEET

Diamondhead Water and Sewer District

RFQ for “As-Needed” Engineering Consultant

Name of Firm: _____

Mailing Address: _____

Contact Person: _____

Telephone: _____ Fax: _____

Firm is a:	Joint Venture	()
	Mississippi Corporation	()
	Partnership	()
	Sole Proprietorship	()
	Other	()

If other, write in here: _____

Firm's Federal Tax ID Number: _____

Firm's or Individual's Professional Registration Number: _____

Signature of Authorized Representative

Date

Typed name of Authorized Representative

Date

Signature of Authorized Representative

Date

Typed name of authorized Representative

Date

Attachment B
References

Provide at least three references with telephone numbers:

Reference: # 1

Phone Number

Representing

Project Title

Description: _____

Reference: # 2

Phone Number

Representing

Project Title

Description: _____

Reference: # 3

Phone Number

Representing

Project Title

Description: _____

