REQUEST FOR QUALIFICATIONS
for
Consulting Engineering Firm

City of Gulfport Citywide Paving Project 2012

The CITY OF GULFPORT, utilizing a Cost plus Fixed Fee, Labor Hour/Unit Price or Lump Sum/Firm Fixed Price contract, intends to employ a consulting engineering firm to provide preliminary engineering, design, construction engineering, and inspection services for the paving and infrastructure improvements for approximately 30 miles of streets, in Gulfport, MS, Harrison County titled "Gulfport Citywide Paving Project 2012". These streets will be identified by the City and will range from two lanes to five lanes. The project will include improvements to grading, drainage, water, sewer, ADA ramps, and intersection. It may also include roadway design, surveying, signing plans, signal design, specifications, environmental, permit approvals, bid documents, pavement thicknesses, geotechnical design, contract administration, construction engineering, inspection, legal descriptions and right-of-way maps and deeds and other specified plan details necessary for the preparation of both right-of-way, and construction plans.

One (1) original and five (5) copies, and one (1) digital version of the completed proposal must be received at the Purchasing Department, 1410 24th Avenue, Hardy Bldg. 2nd Floor, Gulfport, MS 39501, no later than 2:00 o'clock p.m. local time on March 1, 2012, after which time they will be delivered to the Selection Committee.

Information packages concerning the request for proposals are available from the Purchasing Department, 1410 24th Avenue, Gulfport, MS 39501, between the hours of 8 A.M. and 5 P.M., Monday through Friday.

Inquiries – all inquiries shall be in writing and directed to the following person. No questions or request for clarifications will be addressed within 10 days of the due date of the proposal.

Connie Debenport – Purchasing Manager
Hardy Bldg., 1410 24th Avenue
Gulfport, Ms. 39501
Email: cdebenport@gulfport-ms.gov

Direct contact with City departments other than Purchasing, on the subject of this proposal is expressly forbidden.

A selection committee will review each proposal based on the below listed grading criteria and will assist the City's governing authority in evaluating the proposals and assessing the most qualified proposal. The governing authority retains the ultimate authority in making these determinations.

The committee may develop a short list from which interviews will be scheduled and evaluations will be based in part on review of ONLY the data submitted in response to this Request for Qualifications. Upon final selection and determination made by the City's governing authority, a written contract may be awarded to the individual/firm whose proposal is determined by the governing authority to be the most advantageous to the City of Gulfport.

The governing authority will consider terms and conditions and factors relating to price, financial responsibility, technology, legal responsibilities as well as a bidder's or proposer's "responsibility" concerning matters that relate to the prompt and efficient performance of the contract, including the proposer's honesty and integrity, skill and business judgment, experience and capability of performing the contract, conduct under previous contracts, and the quality of previous work, and a bidder's or proposer's customer satisfaction in prior or other contracts or projects, stability, solvency, and management

experience in similar contracts, and any oral interviews with the selection committee. The governing authority may consider any of the factors referenced herein in awarding the contract.

Consulting engineering firms interested in providing these services may so indicate by the submitting the following information:

1. A cover letter specifying the name and complete description of project, the name of the project manager, and the location and address of the office to be assigned the majority of the work;
2. A resume for each principal member, the project manager, and employees of the firm anticipated to be assigned to the project. Also, provide an organizational chart and list each person's experience and qualifications, including proof that the Project Manager is licensed as a Mississippi Professional Engineer and that the firm has met state licensure and certification requirements;
3. A description of similar type work completed during the past five (5) years which qualifies the consultant for this work, the cost and scheduled completion (or actual completion) of this work;
4. A statement that your organization is sufficiently staffed to perform the required consulting services with reasonable dispatch.
5. A statement to the effect that, in the event certain features on the proposed project are of such complexity and nature as to require specialized or expert assistance, whether your organization is sufficiently staffed with such specialists, or if it will be necessary to associate with other, and if an association should be necessary, the nature of such association.
6. A response containing the information upon which the consultant will be evaluated; and,
7. Part II of Standard Form (SF) 330, Architect-Engineer Qualifications. This Form can be obtained at http://www.gomdot.com/Divisions/AdministrativeServices/Resources/Forms. Interested firms without internet access may obtain this information by contacting Steven Rone at (601)359-7076.

The Selection Committee will review each proposal based on the below listed selection criteria for the evaluation of proposals. The criteria are listed in order of importance. The award will be made on a quality based selection from a review <u>only of data submitted in response to this RFP</u>. A written contract may be awarded to the individual/firm whose proposal is determined by the committee to be the most advantageous to the City.

1. The experience in performing the type of work outlined in the Scope of Work;
2 The qualifications of the principals and professionals to be assigned;
3. The consultant's experience in working with projects involving public funding;
4. The extent of in-house capabilities of the firm; and the consultant's size and capability of staff to perform this work in accordance with an expedited progress schedule, considering the firm's current and planned workload.

The City of Gulfport reserves the right to select one (1) or more consultants or select a short list of consultants from whom more information will be required.

The City reserves the right accept or reject any and all proposals or to waive any informality. The City of Gulfport is an equal opportunity employer.

<u>TO BE ADVERTISED</u> in The Clarion Ledger and Sun Herald on the following dates:

- January 25, 2012 and
- February 1, 2012