

Request for Qualifications

REQUEST FOR QUALIFICATIONS (RFQ) FOR CONSULTANT ENGINEERING SERVICES. The City of West Point requests Statement of Qualifications (SOQ) from qualified firms or individuals to provide consultant engineering services for work related to planning, engineering, and implementation of water, sewer and/or other infrastructure projects with funding from The American Rescue Plan Act and/or other Federal and State funding.

You are invited to submit SOQ, in accordance with this RFQ to the City of West Point, 580 Commerce Street, West Point, MS 39773 no later than **3:00 p.m. on September 30, 2021**. The Consultant Engineer will be responsible for performing all planning, engineering and implementation services through project closeout in accordance with federal, state, and local laws, regulations and policies. The scope of work includes but is not limited the following:

- 1) Prepare preliminary cost estimate and preliminary engineering report; and if grant is awarded
- 2) Prepare plans and specifications,
- 3) Distribute bid documents
- 4) Assist in bid opening and prepare bid tabulation
- 5) Assist in the execution of construction contracts
- 6) Hold preconstruction conference, and
- 7) Perform construction inspection including periodic reports to the City of West Point and approve all payment requests.

The City of West Point is an Equal Opportunity Employer. The City of West Point encourages Minority owned Business Enterprises (MBEs) and Woman owned Business Enterprises (WBEs) to submit SOQ.

All SOQ must be submitted in a sealed envelope and marked with the following language: “Statement of Qualifications for <_Consultant Engineering Services_>.” Statement of Qualifications will be evaluated on the following factors: Qualifications, (40 points), Experience (40 points) and Capacity for Performance (20 points).

To be evaluated properly, the following must be addressed in detail: Qualifications – List of qualifications of person to be assigned to project; Experience – Information regarding the firm’s experience and the projects previously undertaken, including the type and amount of grants awarded, the projects activities, and the status of projects; Capacity for Performance – Identify the number and title of staff assigned to provide services.

The City of West Point will evaluate each SOQ. The City of West Point reserves the right to reject and/or all SOQ. The City of West Point will award a contract with the qualified individual or firm whose SOQ has the highest number of cumulative points issued by the selection committee and determined to be the most advantageous to The City of West Point and other factors considered.

Publication:

September 19th, 2021

September 26th, 2021