



REQUEST FOR QUALIFICATIONS

Consulting Engineering Services

The Board of Water & Sewer Commissioners of the City of Mobile dba MAWSS (hereinafter referred to as the Board or MAWSS) is accepting Statements of Qualifications (SOQ) from companies interested in providing professional engineering services to the Board. Companies selected by the Board will be offered the opportunity to enter into a Consulting Engineering Services Agreement with the Board for a three-year period, January 1, 2019, to December 31, 2022. Once the Engineering Agreement is fully executed, a company may be requested by the Board to perform engineering services on an as-needed basis in one or more service categories in accordance with the terms of the Agreement. Multiple companies will be chosen to provide engineering services on an as-needed basis. The number of firms to be selected has not been determined, but it may be less than the 17 firms currently with Agreements.

The RFQ, MAWSS Supplier Diversity Program Policy 16-01, and MAWSS' current Agreement for Consulting Engineering Services is posted on MAWSS' website, www.mawss.com, under "Doing Business with MAWSS/Public Notices" for review and comment by interested firms.

For additional information about MAWSS and a copy of the Board Standard Specifications, go to www.mawss.com and look under the heading "Doing Business with MAWSS".

SOQ Submittal

SOQs must be received at the Park Forest office of MAWSS at 4725 Moffett Road, Suite A, Mobile, Alabama, **by close of business (4:00 p.m. CST) on September 17, 2018**, to be considered. Any response received after that time and date will be returned unopened. SOQs should be mailed or hand-delivered to Melanie Wells, Secretary to Daryl Russell, P.E., Water and Sewer Engineering Manager. Ms. Wells' telephone number is 251-694-3196.

All responses shall be submitted in a sealed envelope plainly marked "**Engineering Services Statement of Qualifications**". Provide five copies of the SOQ.

Questions and Comments

Questions and comments regarding the RFQ and Consulting Engineering Services Agreement must be submitted in writing to Daryl Russell at drussell@mawss.com and copied to mwells@mawss.com **prior to 4:00 p.m. CST, July 20, 2018**.

Questions and comments regarding the Supplier Diversity Program must be submitted to Felicia Thomas, Supplier Diversity Program Manager, at ftthomas@mawss.com **prior to 4:00 p.m. CST, July 20, 2018.** Copy Daryl Russell with emails to Felicia Thomas.

Responses to Company Questions and Comments

Companies interested in submitting an SOQ to MAWSS should periodically check the aforementioned Public Notices page of www.mawss.com for postings of responses to questions and answers. Any changes to the Agreement will also be noted therein.

One Engineering Services Agreement

The Board will approve a final Engineering Services Agreement template that will be provided to each selected firm. The verbiage in the template will be the same for all firms. The Board will not negotiate agreement terms with each firm.

Professional Services Statement of Qualifications (SOQ)

The Board seeks consulting engineering services in the following categories:

1. Water Treatment Plants
2. Wastewater Treatment Plants
3. Decentralized Wastewater Treatment and Collection Systems
4. Water Distribution and Transmission Systems
5. Wastewater Collection and Transmission Systems
6. Emergency Response (Collection and Distribution Systems)
7. Watershed Management

Statement of Qualifications (SOQ) Format

SOQs must be submitted in the format identified below. Non-compliance with the format requirements may result in the SOQ being rejected.

Qualified companies interested in submitting a SOQ must submit the information identified below in a bound document using a 3-ring binder, cover and binding comb, or cover with a glued binding. Stapled documents are not acceptable.

Each section of the SOQ must be preceded with a divider page containing a labeled tab.

Do not exceed the number of pages identified below for each section.

I. Transmittal Letter (*max. 1 page*)

The first page of the document shall be a letter from the company transmitting the Statement of Qualifications (SOQ) to the Board. The letter must certify that the information provided in the SOQ is accurate and is signed by an appropriate officer of the company.

Include in the letter the name and contact information of the person to whom questions about the SOQ should be addressed.

II. Table of Contents (*max. 1 page, precede with labeled tab divider page*)

Include a table of contents after the transmittal letter.

III. General Information about the Company (*max. 3 pages, precede with labeled tab divider page*)

Provide general information about the company's size, office locations, expertise, water and wastewater utility clients, years in business, and any other general credentials that characterize the capabilities of the company.

Identify the client services manager who will be the primary contact for the Board if the company is selected. Show the client services manager primary office location and contact information. Attach a resume (two pages) of the client services manager.

IV. Engineering Services Offered to MAWSS (*pages vary, precede with labeled tab divider page*)

Complete the form in Appendix A and place it as the first item in this section. Complete the form in accordance with the instructions at the top of the first page of the form.

- A. After inserting the form, place a labeled tab divider after it. The label should read the first service category the company proposes to furnish to the Board. For example, the label should read "Wastewater Treatment Plant" if Wastewater Treatment Plant is the first primary service category marked on the aforementioned form.
- B. After the divider, insert three pages (max.) that describe the company's experience and credentials relative to the primary service subcategories marked within the primary service category. List relevant project descriptions completed, clients and any other pertinent information that accurately describes the company's history and current capabilities within the service category. Do not include work that is a capability of a sub-consultant that worked on a project for the company.

- C. Attach resumes (two pages max. for each person) of the staff that will play significant roles in the performance of the work for MAWSS, listing their experience and credentials. Only show personnel who will have significant roles in projects of this type for MAWSS. Indicate the primary office address out of which these personnel will be working and the distance from said office to MAWSS main office at 4725 Moffett Road, Mobile.
- D. Identify the name or names of the proposed project manager(s) for MAWSS design and CEI projects in this service category. Include a one-page resume, if not included previously, and identify the office address from which the PM permanently works.

Repeat A, B, C and D above for each primary service category proposed by the company.

V. In-house Capabilities (*max. 1 page, precede with labeled tab divider*)

Complete the form in Appendix B and insert it after the “Engineering Services Offered to MAWSS” section of the SOQ.

VI. Prior Experience with the Board (*max. 2 pages, precede with labeled tab divider*)

In this section, list the projects performed by the company for the Board in the past ten years. List the projects according to the service categories identified in Appendix A.

VII. Proximity to MAWSS (*max. 1 page, precede with labeled tab divider*)

Identify the address of the nearest **fully staffed and permanent** company office to MAWSS at 4725 Moffett Road. State when the office was opened. Identify the distance from 4725 Moffett Road to the said office. Identify the resources and capabilities that exist within the nearest office. Offices that are temporarily staffed, temporarily leased, etc., are not acceptable for fulfilling this requirement.

Note: Consultant Project Managers for design and CEI services must be permanent employees in a permanent office within 100 miles of MAWSS at 4725 Moffett Road. Project managers must be available to visit the worksite frequently and to readily meet with MAWSS staff.

VIII. Small and Underutilized Businesses (SUBs) (*max. 1 page, precede with labeled tab divider page*)

If the company submitting an SOQ is a MAWSS Certified DBE or desires to be a MAWSS Certified DBE in the MAWSS Supplier Diversity Program, state same in this section.

IX. Supplier Diversity Program (*max. 3 pages, precede with labeled tab divider page*)

MAWSS expects all consultants to comply with its Supplier Diversity Program. Identify how your firm will approach meeting these requirements in this section of the SOQ. Please be as explicit as possible in completing this section.

X. Company Selection Process

Preliminary Ranking

Each of the Board's engineering staff will independently score companies. Each company will receive seven total scores – one for each service category in Appendix A. Total Score is the sum of the points identified in A. through E. below. The scores will then be compared among the Board's engineering staff and a consensus reached regarding the preliminary scores for each company in each category.

Below is a description of the scores for preliminary ranking.

A. Service Category Score (25 points)

The Service Category Score is an overall score of the company's capabilities to perform projects in the service category for which the score is provided. The score is the opinion of the MAWSS engineer performing the scoring based on personal experience with the company, information submitted in the SOQ, the company's reputation for such capabilities, the credentials of the individuals named that will perform the work and any other factors the engineer deems prudent to consider in the grading. Only mark those boxes for disciplines in which the company has substantial experience.

B. In-house Capabilities (15 points)

The In-house Capabilities Score reflects whether the company has the in-house capabilities to perform all of the tasks necessary to achieve projects within the service category or not. The Appendix B form is used to determine this grade.

C. Prior Experience with MAWSS (25 points)

The Prior Experience with MAWSS Score reflects the level and quality of work MAWSS has received from a company in the past. Companies that have prior experience with MAWSS or are currently working on projects for MAWSS will be graded in this category. Consideration will be given to the company's demonstrated effectiveness in the following areas: 1) bid opening and contract document handling; 2) designs; 3) contractor management; 4) completion of projects on time and within budget; 5) rapport with MAWSS engineers and operating staff; 6) timely closeout of projects; 7) quick and effective problem resolution; 8) working with local entities; 9) cost containment in design and construction phases; and 10) level of effort required by MAWSS staff to get projects completed.

D. Proximity to MAWSS Score (15 points)

The Proximity to MAWSS Score is determined by the location of a company's nearest office. MAWSS prefers the use of companies with offices in Mobile County and near Mobile when such companies have the expertise and experience MAWSS seeks for individual projects.

E. Supplier Diversity Program (20 points)

Identify any characteristic of the company that makes it exceptional and that can be offered as an advantage over other companies.

Final Ranking and Selection

After preliminary ranking is determined, input from treatment plant operators and other MAWSS staff who have been directly involved with existing MAWSS consultants will be considered. Other considerations regarding the performance of existing companies may be contemplated.

MAWSS does not expect to contract with every company that submits a SOQ but will select a smaller combination of companies that will most effectively meet the needs of MAWSS. MAWSS does not expect every company to pursue all seven service categories.

The engineering staff will select companies from the rankings mentioned above to develop a group of companies that will most effectively achieve the goals of MAWSS. Factors affecting the number of companies selected may include:

- distribution of top ranking companies among the various service categories;
- the number of companies that MAWSS' budget can reasonably support;
- history of performance for MAWSS;
- experience and expertise of local companies;
- national companies needed to fill local gaps in capabilities; and
- ability to meet MAWSS Supplier Diversity Program requirements.

The final selection of companies will be recommended to the Board for approval.

Notices

The Board reserves the right to waive any informality in the selection process when such waiver is in the best interest of the Board and to reject any and all Statements of Qualifications.

The Board in its sole discretion reserves the right to make final decisions regarding firm selection. The grading of firms as described herein is intended to be a guide and not the only determinant in selecting firms.

The cost of developing a response to this RFQ is borne by the company making the submittal. The Board shall have no obligation to reimburse any expense whatsoever associated with developing and furnishing SOQs.

Companies providing SOQs are not guaranteed to receive award of a Consulting Engineering Services Agreement for work with the Board.

Companies currently working on executed Task Orders for the Board may not be selected for a new three-year term. Such companies will be expected to complete the aforementioned Task Orders under the current Agreement.

Companies who contract with the Board will be used on an as-needed basis. There is no guarantee that any set amount of work will be provided to any particular company.

The Board may at any time in the future release additional RFQs and/or pursue agreements with companies other than those selected as a result of this RFQ.

Tentative Schedule

June 21, 2018	RFQ Release Date
July 20, 2018	Questions or comments due to MAWSS.
September 17, 2018	Statements of Qualifications due to MAWSS.
November 6, 2018	Companies notified of results and Consulting Engineering Services Agreements sent to selected companies for review.
December 14, 2018	Executed Consulting Engineering Services Agreements and Insurance Documents due from selected companies.

Appendix A – Proposed Service Categories Offered by Engineering Consultant

Mark each block below that is adjacent to a primary and sub-primary service category for which the company has both considerable experience/expertise and wants to apply said expertise to the Board. The blocks represent the company's in-house capabilities. Do not mark blocks for capabilities that are sub-contracted to other companies or for work that was not performed under the name of the submitting company.

MAWSS requires all public works projects to be stamped and signed by an Alabama Registered Professional Engineer in the appropriate discipline for the project. Check the box regarding Alabama P.E. if proposed company has an Alabama P.E. on staff that is appropriate for stamping and signing drawings regarding the service category.

Complete the blanks for identifying the name and location of the project manager that would be used for a project in the service category. Name the project manager and the permanent office address in which the project manager is located for the indicated service category. Add to this section a two-page resume of the proposed Project Manager if his/her resume not included elsewhere in the SOQ.

Service Categories:

1. Water Treatment Plants (*Primary Service Category – Typical*)

- Design (*Secondary Service Category – Typical*)
- Construction Management
- Operations
- Maintenance
- Risk and Resiliency Assessment
- Regulatory Compliance
- Regulatory Forecasting (Long-Term NPDES Requirement Changes)
- Information Systems/SCADA
- Laboratory protocols and advanced analyses
- Process Modeling
- Hydraulic Modeling

- In-house Alabama P.E. to stamp and sign drawings and specifications

Project Manager: _____

Permanent Office Location of Project Manager: _____

2. Wastewater Treatment Plants

- Design
- Construction Management
- Operations
- Maintenance
- Risk and Resiliency Assessment
- Regulatory Compliance
- Regulatory Forecasting (Long-Term NPDES Requirement Changes)
- Information Systems/SCADA
- Pretreatment
- Laboratory protocols and advanced analyses
- Process Modeling
- Hydraulic Modeling

- In-house Alabama P.E. to stamp and sign drawings and specifications

Project Manager: _____

Permanent Office Location of Project Manager: _____

3. Decentralized Wastewater Treatment and Collection Systems

- Design
- Construction Management
- Operations
- Maintenance
- Information Systems/SCADA
- Regulatory Compliance
- Low Pressure Force Main Design
- Rights-of-Way Restoration

- In-house Alabama P.E. to stamp and sign drawings and specifications

Project Manager: _____

Permanent Office Location of Project Manager: _____

4. Water Distribution and Transmission Systems

- Booster Station Design
- Elevated Storage Tank Design
- Ground Storage Tank Design
- Raw and Potable Water Transmission Lines Design
- Raw and Potable Water Transmission Lines – Condition Assessment
- Raw and Potable Water Transmission Line Rehabilitation
- Prestressed Concrete Cylinder Pipe (PCCP) Expertise
- Operations
- Maintenance
- Construction Management
- Distribution System Hydraulic Modeling
- Distribution System Rehabilitation
- Professional Land Surveying
- Rights-of-Way Restoration
- Regulatory Compliance
- Steady-State Hydraulic Modeling
- Dynamic Simulation Hydraulic Modeling

- In-house Alabama P.E. to stamp and sign drawings and specifications

Project Manager: _____

Permanent Office Location of Project Manager: _____

5. Wastewater Collection and Transmission Systems

- Lift Station Design
- Lift Station Operations
- Lift Station Maintenance
- Lift Station Construction Management
- Force Main Condition Assessment
- Prestressed Concrete Cylinder Pipe (PCCP) Expertise
- Collection System Operations
- Collection System Maintenance
- Collection System Rehabilitation

- Professional Land Surveying
- Rights-of-Way Restoration
- Regulatory Compliance (current and projected regulatory requirements)

- In-house Alabama P.E. to stamp and sign drawings and specifications
- Steady-State Hydraulic Modeling
- Dynamic Simulation Hydraulic Modeling

Project Manager: _____

Permanent Office Location of Project Manager: _____

6. Emergency Response – Collection and Distribution Systems

Mark this category only if the company is able to respond immediately to a failure in the collection or distribution systems. Within minutes of a call from MAWSS, the company shall place its engineer at the site of the failure and expedite scoping a project to make repairs. The company must call (invite) contractors to the site for a meeting within hours of the engineer arriving on site. The company must expeditiously develop plans and specifications and distribute them to contractors invited to bid the project. Bid opening will occur within three days of company being notified of the emergency. Bids may be opened outside of a Board Meeting with the MAWSS Director’s authority to award the project. Work may be required to begin immediately after bid opening.

If the emergency is critical, MAWSS may request that a contractor go to work immediately to protect public health, safety and the environment. In such an event, the contractor may be working under force account and MAWSS may request that this work be directed by the company. All tasks and costs associated with the work will be tracked by the company for review and recommendation to the Board for payment.

Marking this category also indicates the consultant will be available for post-hurricane emergency response.

7. Watershed Management

- Watershed Characterization
- Water Quality Monitoring Programs
- Water Quality Data Analyses
- Contaminant Transport Modeling
- Hazardous Spill Protection

- Watershed Management

Appendix B - Consultant In-house Engineering Capabilities

Mark the boxes below that indicate the consultant's in-house engineering disciplines related to water and sewer utility assets and management:

- General Civil Engineering
- Environmental Engineering
- Structural Engineering
- Mechanical Engineering
- Electrical Engineering
- Water Plant Process Engineering
- Wastewater Plant Process Engineering
- Licensed Land Surveyors
- Operations Specialists
- Maintenance Specialists
- Other: _____
- Other: _____
- Other: _____