STATE OF MISSISSIPPI
MISSISSIPPI SOIL AND WATER CONSERVATION COMMISSION
680 Monroe Street, Suite B
Jackson, Mississippi 39202
Phone: 601-354-7645

REQUEST FOR QUALIFICATIONS
FOR
ENGINEERING PROFESSIONAL SERVICES

1. **GENERAL:** The Mississippi Soil and Water Conservation Commission (MSWCC) will contract for professional engineering services as described in this Request for Qualifications (RFQ). Contracts for Engineering Professional Services will be a Professional Contract, negotiated fixed fee between the Mississippi Soil and Water Conservation Commission (MSWCC) and the Professional Firm (Professional). MSWCC will use the Department of Finance and Administration, Bureau of Buildings and Ground’s proposal template contract per project. Professional civil and environmental engineering services to support watershed planning efforts are needed for the development and implementation of federal and state agricultural programs to control the impacts of Nonpoint Source (NPS) Pollution on water quality. Projects shall include, but not be limited to the development of watershed-level assessments and implementation plans, in accordance with the latest NRCS Guidelines as specified in the *National Planning Procedures Handbook*, for the National Water Quality Initiative (NWQI), the Mississippi River Basin Healthy Watersheds Initiative (MRBI), and other related agricultural programs. Project scopes may include, watershed level data collection and analysis, hydrologic and water quality characterization, resource analysis and critical source area assessments, source water protection, GIS analysis and modeling of treatment effects and pollutant load reductions, development of targeted education and outreach plans, establishment of interim metrics to track progress, etc.

This RFQ can also be found on the Bureau of Building’s web site under RFP / RFQ (Requests For Proposals or Requests for Qualifications: http://www.dfa.ms.gov/dfa-offices/bureau-of-building-grounds-and-real-property-management/requests-for-proposals-or-requests-for-qualificationsstar/

2. **SUBMISSIONS:** Any individual, firm, or corporation desiring to provide services for any project listed herein should submit the following to the MSWCC in DUPLICATE.

A. **Letter of interest:** Each submission must be accompanied by an individual letter.

B. **Form M54:** Each submission must be accompanied by a completed and current Form M54, Architect-Engineer Related Services Questionnaire. A blank copy can be found on the Bureau of Building’s web site under “BoB Forms for A/E’s (Professionals) / Miscellaneous”.


D. **Statement of Qualifications**: In addition to the M54 and M55 forms, each submission must be accompanied by a statement of qualifications including the following information:

   1. History of the Firm;
   2. Evidence that engineering is a principal enterprise of the firm; this is determined based on percentage of firm’s revenue derived from engineering;
   3. Engineering expertise and capability relevant to public projects;
   4. Local experience over the last five (5) years on projects of similar size and scope;
   5. Prior engineering reference contacts with telephone numbers, a minimum of 5;
   6. Resumes of key management and staff personnel anticipated to be used and their positions;
   7. Evidence of professional liability insurance in the minimum amount of One Million Dollars ($1,000,000.00):
   8. Appropriate Worker’s Compensation Coverage in compliance with MCS section 73-3-5.

E. **Delivery**: All submissions must be received in the Mississippi Soil and Water Conservation Commission’s Office by 10:00 A.M., Tuesday, December 3, 2019. Address all submissions to:

   Mississippi Soil and Water Conservation Commission
   Attn: Mark Gilbert, Executive Director
   860 Monroe Street, Suite B
   Jackson, MS 39202

3. **PROJECT(S)**: The MSWCC intends to contract with one, or more, professional firms to perform as engineers on one, or more, watershed-level assessments and implementation plans. Project(s) and tasks may include, but not be limited to watershed level data collection and analysis, hydrologic and water quality characterization, resource analysis, critical source area identification and assessments, source water protection, GIS analysis and modeling of treatment effects and pollutant load reductions, development of targeted education and outreach plans, establishment of interim metrics to track progress, etc. This RFQ may be found on the Bureau of Building’s web site under “Request for Professionals or Request for Qualifications”. [http://www.dfa.ms.gov/dfa-offices/bureau-of-building-grounds-and-real-property-management/requests-for-proposals-or-requests-for-qualificationsstar/](http://www.dfa.ms.gov/dfa-offices/bureau-of-building-grounds-and-real-property-management/requests-for-proposals-or-requests-for-qualificationsstar/)

   Exact scope, size and dollar value of projects is highly dependent upon availability of Local, State and Federal funding; MSWCC currently anticipates projects totaling between $1,000,000 and $5,000,000 annually. The potential individual project budgets range in size from $150,000 to $5,000,000 (multi-year). Project budgets are expected to amount to approximately $1,500,000 in year one, with
approximately $1,000,000 for years 2, 3, and 4, and approximately $500,000 in year 5. Potential projects that may be planned or designed under this contract may include watershed-based storm water management plans, Regional Conservation Partnership program (RCPP), watershed-level hydrologic feasibility studies, education and outreach and training initiatives, conservation stewardship and innovation, pilot watershed best management practices demonstrations, and overall professional agricultural program support services including facilitation and coordination of activities at the state and local levels. The MSWCC may award one or more indefinite delivery-indefinite quantity (IDIQ) and/or multiple award task order contracts as a result of this request. One or more awards will be made. The anticipated contract period will be for a period of up to 5 years, at the discretion of MSWCC.

Prior to each engineering contract, the general scope, deliverables, performance and payment schedules will be established between MSWCC and selected firm(s). Each project contract shall use the State of Mississippi, Department of Finance and Administration, Bureau of Buildings, Grounds and Real Property Management template contract, modified as proposal per project.

4. **MINIMUM QUALIFICATIONS:**

Qualified firms must:

A. Have a Licensed Professional Engineer (PE) to practice in order to perform services in the state of Mississippi. This requirement can be met by one or more employees of the prime who are licensed professional engineers in the state of Mississippi.

B. Have a minimum of two Licensed Professional Engineers (PE) of the prime with a minimum of ten years of experience in hydrologic and hydraulic analysis or modeling. These engineers must be licensed in the state of Mississippi.

C. Have a minimum of one Board Certified Environmental Engineer (BCEE) of the prime or consultant with a combined minimum of specialized experience of 10 years or more in the development, implementation, and management of agricultural nonpoint source (NPS) pollution control projects and other related environmental water quality programs.

D. Have a minimum of one watershed planner of the prime or consultant with at least 10 years of combined experience in the application of watershed-based approaches to stormwater management, agricultural best management practices, and conservation planning.

E. Have a minimum of two civil engineers. At least one engineer, of the prime or a consultant, must be a Licensed Professional Engineer in the state of Mississippi and have a minimum of ten years of design experience and specialized experience within the state of Mississippi.
F. Have a minimum of four geographic information systems (GIS) specialists. At least two of the prime, with a minimum of five years' experience in data collection, analysis, mapping, and collating various types of data in order to visually represent that data, in the form of charts or maps.

G. Have a minimum of one environmental scientist, of the prime or consultant, with a minimum of 4 years' experience in environmental science and water quality analysis.

H. Have a minimum of one geologist with a minimum of 4 years' experience in geology and geological site characterization and investigation.

I. Have a minimum of one licensed Professional Land Surveyor (PLS), of the prime or a consultant, with a minimum of ten years' experience in the state of Mississippi to practice surveying in Mississippi.

5. PROFESSIONAL ACTIVITIES AND EXPERTISE WHICH MAY BE INCLUDED IN THE SCOPE OF WORK:

A. Planning Activities: Watershed planning documents shall be in accordance with the United States Department of Agriculture Natural Resource Conservation Service’s (NRCS) policy as stated in the National Watershed Manual (as amended), General Manual, National Engineering Manual (NEM), National Engineering Handbook (NEH), National Planning Procedures Handbook, National Handbook of Conservation Practices, PR&G and associated Agency Specific Procedures, National Environmental Compliance Handbook (NECH), National Cultural Resources Procedures Handbook (NCRPH), National Resource Economics Handbook (NREH), NRCS recognized and approved computer models for economic, hydrologic, hydraulic, and environmental evaluation, and technical references found in the Technical Releases and Technical Notes. The general planning process for development of a watershed-level assessment plan is documented in Title 180, National Planning Procedures Handbook, Part 600, Subpart F, “Areawide Conservation Planning” (180-NPPH-600-F). For the NWQI, a watershed assessment is an areawide conservation assessment (as defined in 180-NPPH-600-F-600.50B (2)) conducted at the HUC-12 watershed scale. The NWQI/MRBI watershed assessment will have a much greater focus on hydrologic processes and factors affecting those processes and upon the resulting water quality conditions than a typical NRCS areawide assessment. Other professional standards considered current standard professional or industry practice can be used with NRCS concurrence. NRCS policy and technical documents can be found at: http://policy.nrcs.usda.gov/. These typical planning activities/projects could require knowledge and experience in all aspects of NPS pollution control and agricultural best management practices (BMPs) programs and application.
B. **Hydrologic, Hydrogeologic & Hydraulic Activities:** Services may consist of but are not limited to the following: 1) watershed-based hydrologic characterization and analysis, 2) watershed and site-specific hydrologic and hydraulic modeling, 3) Hydrogeological characterization and analysis for source water protection areas, 3) site-specific hydraulic design and analysis of conveyance systems, 4) hydrologic and hydraulic studies to support stormwater/drainage system master planning, flood risk analysis and delineation. Specifics for each project will be outlined in each individual task order. The typical project could require knowledge and experience in the integration of hydrology, hydrogeology, and hydraulics to properly address priority ecosystem and resource management planning issues. The firm will be required to interpret hydrologic and hydraulic reports as well as geological and geotechnical reports, and accurately apply the data to the project. The firm will be required to perform these engineering activities in accordance with NRCS standards.

C. **Environmental Engineering Activities:** Services may consist of but are not limited to any part, one or all of the following: water quality data gathering, review and evaluation of existing (NPS) water quality data and reports, Nonpoint source (NPS) watershed characterization of primary water quality resource concerns, watershed-based and site specific modeling to estimate sediment and nutrient pollutant loads, identification of critical source areas for targeting with agricultural BMPs and conservation measures, watershed-based modeling of potential sources and treatment effects, development of NPS pollutant load reduction goals and targets, development of interim metrics to track progress, development and implementation of targeted environmental education and outreach plan. The typical project could require knowledge and experience in all aspects of NPS pollution control and agricultural best management practices (BMPs) programs and application. The firm will also be required to perform these activities in accordance with NRCS standards and in accordance with National Environmental Policy Act (NEPA).

D. **GIS Analysis and mapping:** Services may consist of but are not limited to any part, one or all of the following: 1) GIS data collection and management, 2) GIS vulnerability analysis using land use management and other watershed physical attributes, 3) watershed-based GIS modeling to support the identification, characterization, quantification of issues, and the establishment of preliminary priorities and land treatment goals, 4) flood risk mapping, 5) other agricultural related GIS program support services. The typical project could require knowledge and experience in all aspects of watershed-based GIS analysis as it relates to the management of agricultural nonpoint sources of pollution and their potential impacts on water quality. The firm will be required to interpret, develop, and manage GIS data and reports. The firm will be required to perform these engineering activities in accordance with NRCS standards.
E. **Inspection Services:** The firm must be able to perform field inspection and investigative services for various types of stormwater and other agricultural BMPs and projects. The firm must be able to work sites which are land based. Land based work may be in areas of rough terrain such as wetlands, agricultural fields, streams, lakes, ponds, and gullies. The firm will perform any or all operations necessary to provide quality assurance for various types of projects within the state of Mississippi in accordance with NRCS standards and specifications.

F. **Surveying Activities:** The firm must be able to work on sites which are land based. The firm will perform surveying services which may consist of but are not limited to any part, one or all of the following: 1) boundary surveys, 2) topographic/planimetric surveys, 3) hydrographic/bathymetric surveys, 4) horizontal and vertical control surveys, 5) design surveys, 6) development of graphical representation of survey data collected and 7) possible use of LIDAR data. A typical project would require knowledge and experience in all aspects of surveying and surveying equipment. The firm will be required to perform surveys in accordance with NRCS policy and standards as well as any requirements of the state of Mississippi related to legal boundary surveys. All survey drawings shall be generated in the appropriate format. All electronic raw survey data shall be submitted as ASCII or other format as may be required for the software to be utilized.

6. **PREPROPOSAL CONFERENCE:**

A preproposal conference will be held on November 19, 2019 at the Mississippi Soil & Water Conservation Commission located at 680 Monroe Street, Suite B, Jackson, MS 39202 starting at 10:00 AM. Questions regarding the preproposal conference should be directed to Nick Ivy either by telephone at 601-354-7645, or through e-mail via nivy@mswcc.ms.gov.

7. **SCORING OF PROPOSALS:**

Failure to comply with minimum requirements may result in automatic rejections. Once minimum requirements are met professional submissions will be scored based on the following criteria (with the maximum points shown for each criterion):

1. Number of minimum required employees on staff v. outside contractors or consultants (15)
2. Staffing level experience/resumes of project team (15 points)
3. Physical location of project staff (10 points)
4. Experience in watershed planning, agricultural Nonpoint Source (NPS) pollution control and management, Hydrologic and hydraulic analysis, stormwater and drainage projects, GIS analysis, water quality, and flood risk mapping (30 points)
5. Previous projects in MS (number, type, scale) (15 points)
6. History of previous work with local, state, and federal governmental entities (15 points)

The evaluation of proposals will be made by a selection team consisting of the following MSWCC personnel: (1) Executive Director, (2) Bureau Director, (3) Deputy Administrator, as well as a representative of the Natural Resources Conservation Service’s principal staff. The MSWCC reserves the right to consult with other employees, contractors, and federal agency partners in the evaluation process. All information submitted is subject to independent verification and assessment. Any projects and/or activities of the applicant which are not included in the proposal, but are known to the MSWCC are subject to inclusion in the evaluation.

Contract Information:

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