

**NOTICE TO CONSULTANTS
FEMA PROJECT NO. FEMA-4295-DR-MS
#035-31020-00 PA-04-MS-4295-PW-00011(0)**

The City of Hattiesburg, MS is soliciting Statements of Qualification from consulting firms to provide professional design, engineering and construction oversight and management services for the construction of a new fire station for the City of Hattiesburg. This project will be subject to FEMA standards (FEMA-4295-DR-MS City of Hattiesburg #035-31020-00 PA-04-MS-4295-PW-00011(0)). Submit six (6) copies sealed of qualification statements and letters of interest no later than **February 28, 2019** to:

City of Hattiesburg
City Clerk's Office
P. O. Box 1898
Hattiesburg, MS 39403-1898

Consulting Services RFQ

Direct all questions to Lamar Rutland, Director of Engineering at 601-545-4540. The City reserves the right to waive any informality and minor irregularities in the submittals and select the consultant deemed to be the best qualified to serve the interests of the City, or may reject all submittals. DBE firms are encouraged to apply.

Project Duties include (not prioritized) as follows:

Conceptual Design, Design, Bidding and Construction of a new Fire Station for the City of Hattiesburg. This will include but is not limited to: Conceptual Design, Site Engineering, Compliance with FEMA Requirements, Site Grading and Layout, Cost Estimates, Value Engineering, Material selection, Final Design, Creation of the bid documents, assisting the City through the Bid process and Construction oversight.

Submittals shall include the following:

1. Letter of Interest (maximum five pages)
2. Team Organizational Chart
3. Project Approach Section (maximum two pages)

Submittals will be evaluated using a scoring system with ten categories. Each category will be assigned an importance factor (below average importance, average importance, above average importance) and a range of possible points (1-Poor to 5-Excellent). The total score will be the sum of earned points (multiplied by the importance factor) in each category. The categories are: 1. Professional integrity and competence; 2. Firm's background and key members; 3. Consultant's understanding of and perception of project; 4. Capability to perform all aspects of the project including liaison with State and Federal Agencies, planning, design and contract administration; 5. Capability to meet

schedules or deadlines; 6. Capability to complete projects without major cost overruns; 7. Familiarity with location of the project; 8. Current workload; 9. Number of previous projects; 10. Quality of projects previously undertaken.

Acknowledge receipt of any issued Addenda in the Letter of Interest. This advertisement shall void all previous related advertisements.

Publish Once on February 7, 2019
Publish in the Post and the Clarion Ledger
Send PROOF to:
City Clerk's Office
P O Box 1898
Hattiesburg, MS 39403