



REQUEST FOR QUOTES

SCOPE OF WORK

Points of Contact:

Name	Position	Agency	Phone	Email
Crystal Thompson	Chief Financial Officer	Mississippi Emergency Management Agency	601-933-6603	cthompson@mema.ms.gov
Sallie Sones	Contracts Officer	Mississippi Emergency Management Agency	601-933-6381	ssonnes@mema.ms.gov

Project Information

The Mississippi Emergency Management Agency and the City of Jackson are looking to hire a company to provide project management and/or construction coordination personnel to facilitate the response at the O.B. Curtis Water Treatment Facility, assistance with identifying potential treatment plant vulnerabilities, and assist with the preparation of a resiliency plan. Qualification requirements and suggested assistance are listed below.

- Coordinate and manage construction/maintenance tasks being performed by mutual aid teams and local vendors.
- Assist team with creating scopes of work and identifying solutions for needs at the facility.
- Assist with identifying and locating the most cost-effective solution and vendor, including getting quotes and prices, locating parts, and logistics.
- Provide insight on plant history and physical layout.
- Monitor site and staff safety standards.
- Assist with staff training on safety issues and identify solutions to existing safety issues.
- Assist with creating standard operating procedures for plant operations and maintenance.

Qualification Requirements:

- Licensed contractor in the State of Mississippi has a Mississippi State Board of Contractors Certificate of Responsibility in municipal and public works construction.
- Must be bonded and insured. Please submit any or all of the following bonds/proof of insurance: Performance Bond, Payment Bond, General Liability, Workers' Compensation.
- At least 10 years of experience with water treatment plant construction and rehabilitation. (Please include any experience working at the O.B. Curtis Water Treatment Facility to include hours worked on the site and past projects.)
- Provide Satisfactory Experience Modification Rate (EMR) for the past three years.
- Working knowledge of water treatment plant process including, but not limited to:
 - Controls and Process Instrumentation
 - Electrical Installation
 - Membrane Filtration
 - Conventional Filtration
 - Chemical Feed Processes
 - Pump and Hydraulic Equipment
 - Wastewater and Sludge Handling/Disposal
 - Safety Standards

Submission Information: All costs should be submitted as an hourly rate and include weekend rates. Expect up to 12-hour workdays. You may email your quote and documentation to Sallie Sones at ssones@mema.ms.gov or deliver them in person at the Mississippi Emergency Management Agency at #1 MEMA Drive, Pearl, MS 39208. All quotes and documentation are due by Thursday, September 15, 2022, at 12:00 p.m. Central Daylight Time

Payments and Billing will be processed by the following MEMA staff:

Name	Role	Phone	Email
Sumar Davis	Finance & Accounting Director	601-933-6367	sbdavis@mema.ms.gov
Ashlee Harrison	Accounting Supervisor	601-933-6383	aharrison@mema.ms.gov