

## **EXHIBIT A**

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## **City of Laurel, Mississippi**

*Department of Water and Sewer*

Proposal Documents for the

**Professional Services Contract for the  
Operations and Maintenance  
of the  
Water, Sewer, and Utility Billing Systems  
for the  
City of Laurel, Mississippi**

- I. Invitation for Proposals**
- II. Information for Proposers**
- III. Proposed Scope of Work**
- IV. Existing Equipment and Building Space**
- V. Price Proposal Form**

### **Attachment A**

**(Copy of Draft and Proposed Operations & Maintenance Contract with all related Appendices)**

## I. INVITATION FOR PROPOSALS

The City of Laurel is requesting proposals from qualified firms for the Operations and Maintenance of the Water, Sewer, and Utility Billing Systems of the City of Laurel, Mississippi.

Seven (7) sealed copies of the completed proposal must be received at City Hall - City Clerks Office, 401 North 5th Avenue, Laurel, MS 39440, no later than **10:00 a.m. on February 12, 2026**, at which time all information will be received, acknowledged, prices read aloud, and distributed to the selection committee for consideration. Any proposal received after this deadline will be returned unopened.

Request for Proposal packages may be obtained at Engineering Xcellence, contact Kris Riemann - [kris@engineeringxcellence.com](mailto:kris@engineeringxcellence.com). All inquiries should be directed in writing to Engineering Xcellence, at same e-mail, no later than seven (7) days prior to the opening date of the proposal.

Proposals may be held by the City of Laurel, Mississippi, for a period not to exceed sixty (60) days from the date of receipt of proposal.

The selection committee will review each proposal based on the below listed grading criteria and select a qualified firm. The committee may develop a short list from which interviews will be scheduled. The award will be made on a quality based selection from a review only of data submitted in response to this RFP. A written contract may be awarded to the individual/firm whose proposal is determined by the committee to be the most advantageous to the City

Proposals for this project will be rated according to the following criteria totaling 100 points:

Criteria		Percentage
1.	Price	40 %
2.	Customer Satisfaction	15 %
3.	Experience in Managing Contracts of Similar Scope and Complexity	10 %
4.	Vendor Stability & Solvency	10 %
5.	Interview	10 %
6.	American Public Works Association Accreditation	5 %
7.	Additional or Special Expertise and Staffing	7 %
8.	Existing Similar Contracts in Mississippi	3 %
Total		100%

An optional Pre-Proposal Conference Meeting will be held at 10:00 a.m., **January 28, 2026**, online utilizing GoToMeeting and can be accessed at <https://meet.goto.com/181862261>, or by phone at +1 (312)757-3121; access code: 181-862-261. The purpose of the Pre-Proposal meeting is to allow potential bidders an opportunity to present questions to staff and obtain clarification of the procurement requirements. This meeting is for all those who have received a package. Please contact Kris Riemann, Engineering Xcellence, at [kris@engineeringxcellence.com](mailto:kris@engineeringxcellence.com) to ask for additional personnel to be on the conference call invite list. Attendance at the pre-proposal conference is highly encouraged but is not mandatory.

If you would like a tour of the Laurel Water, Sewer, and Utility Billing Offices, which will begin at the Inventory Office at 500 Avenue D, Laurel, MS 39440, please contact Kris Riemann, Engineering Xcellence, at [kris@engineeringxcellence.com](mailto:kris@engineeringxcellence.com) to schedule an appointment. This will offer the proposers the opportunity to review the existing equipment and operations building, work area, and to address any further issues at that time that are relative to the requested services.

The Mississippi State Board of Contractors requires the successful proposer to have a Certificate of Responsibility number AND State Contractor's license to enter into a contract for Operating and Maintaining the Water, Sewer, and Utility Billing Systems. The qualifying area of construction expertise is "Municipal and Public Works".

Questions – All questions regarding this bid must be submitted in writing to Robert K. Riemann, P.E. via email at [kris@engineeringxcellence.com](mailto:kris@engineeringxcellence.com) or by mail to 3103 5<sup>th</sup> Avenue, Suite B., Gulfport, MS 39501 and must be received by the end of business 5:00 p.m. CST, **Wednesday, February 4, 2026**. Questions submitted after this date will not be considered. Bidders shall provide an email address or fax number to direct the consolidated "question and answer" document. Answers will be provided in writing and transmitted via email or fax to all prospective bidders who are known to have requested and received a copy of the bid package. Only answers transmitted in this manner will be considered official and valid. No negotiations, decisions, or actions shall be initiated by any bidder as a result of any verbal discussion.

### Section 3 Requirement

Section 3 of the Housing and Urban Development Act of 1968 requires that the City and contractors participating in CDBG projects give opportunities for job training and employment to lower income residents of the Section 3 area. Section 3 also requires that "to the maximum extent feasible" contracts for work in connection with Section 3 covered projects be awarded to business concerns that are located in or owned in substantial part by persons residing in the

The City reserves the right to reject any and all proposals or to waive any technicality, bidding irregularities, or informality. The City of Laurel is an equal opportunity employer.

**Send Invoice & Proof of Publication to:** Kristal Jones  
Finance Director  
City of Laurel  
P. O. Box 647  
Laurel, MS 39441-0647