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# REQUEST FOR PROPOSALS (RFP)

## Temporary Water Department Management Services

City of Grenada, Mississippi

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RFP Issue Date:

Proposal Due Date:

Contract Term: Six (6) Months to Twelve (12) Months

RFP Contact:

Office of the City Manager  
City of Grenada  
108 S. Main St., Grenada, MS 38901  
[info@cityofgrenada.ms](mailto:info@cityofgrenada.ms) | 662-227-3457 (Office)

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## 1. Introduction

The City of Grenada, Mississippi (“City”) is soliciting sealed proposals from qualified and experienced water utility management firms to provide temporary, on-site management and supervisory services for the City’s Water Department.

The intent of this RFP is to engage a firm to stabilize department operations, manage and supervise staff, restore accountability, and strengthen compliance and internal controls while the City continues efforts to build long-term internal capacity.

This RFP is for management services only. Ownership of all assets, rate-setting authority, and policy control shall remain with the City.

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## 2. Background

The City's Water Department has experienced long-standing operational and management challenges that developed over many years. Despite ongoing internal efforts, the City has encountered difficulty recruiting and retaining a permanent Water Superintendent with the required experience and certifications.

To protect public health, reduce operational risk, and restore confidence, the City seeks a temporary professional management firm to provide leadership, supervision, and administrative oversight for a defined transition period.

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## 3. Regulatory Context

The City's public water system is regulated by the Mississippi State Department of Health under the Safe Drinking Water Act and applicable state regulations.

Mississippi municipalities have a non-delegable duty to ensure safe, reliable, and compliant drinking water service. When internal capacity is insufficient, municipalities may contract for professional and technical management services to meet these obligations.

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## 4. Scope of Services

### 4.1 On-Site Management

- Provide an experienced, on-site Water Department Manager or Management Team
- Serve as day-to-day management leadership for the Water Department
- Establish and enforce clear chains of command

### 4.2 Staff Supervision & Accountability

- Supervise daily activities of Water Department employees
- Enforce work schedules, job duties, safety standards, and performance expectations
- Conduct objective employee performance evaluations
- Identify staffing gaps and training needs

### 4.3 Personnel Authority

- Recommend and initiate disciplinary actions consistent with City policy
- Recommend suspension or termination of employees when deemed necessary, subject to review and approval by the City Manager

- Document all personnel actions and recommendations
- Ensure all actions comply with City personnel policies and applicable Mississippi law

#### 4.4 Compliance & Coordination

- Oversee compliance-related activities and documentation
- Coordinate with City administration regarding regulatory matters
- Prepare the department for inspections, audits, and reporting requirements

#### 4.5 Internal Controls & Operations

- Review and improve work-order systems, maintenance logs, and reporting
- Review inventory, materials handling, and equipment usage
- Recommend safeguards to prevent waste, misuse, or loss of City assets

#### 4.6 Training & Capacity Building

- Develop written Standard Operating Procedures (SOPs)
- Train City staff to sustain improvements post-contract
- Provide recommendations for long-term organizational structure

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## 5. Services Excluded

The selected firm shall not:

- Own or lease City assets
- Set water rates or City policy
- Permanently replace City employees
- Operate independently of City oversight

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## 6. Contract Term

- Initial contract term: Six (6) months
  - Option to extend up to twelve (12) months, at the City's sole discretion
  - Termination for convenience by the City with written notice
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## 7. Proposal Submission Requirements

Proposals shall include the following sections:

### 7.1 Firm Qualifications

- Firm name, address, and contact information
- Years of experience in municipal water utility management
- Relevant Mississippi or regional experience
- Licensing and certifications of key personnel

### 7.2 Management Approach

- Description of proposed management structure
- On-site staffing plan
- Approach to staff supervision and accountability
- Experience handling challenging or distressed departments

### 7.3 Personnel Authority & Labor Relations

- Approach to discipline and termination recommendations
- Experience operating within municipal personnel policies
- Documentation and risk-management practices

### 7.4 Compliance Experience

- Experience working with state and federal water regulations
- Inspection, audit, and corrective-action experience

### 7.5 Transition & Exit Plan

- Plan for stabilizing operations
- Knowledge transfer and training approach
- Exit strategy ensuring continuity after contract expiration

### 7.6 Cost Proposal

- Monthly or fixed-fee cost proposal
- Breakdown of services included
- Any optional services clearly identified

### 7.7 References

- At least three (3) municipal references for similar work

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## 8. Evaluation Criteria

Proposals will be evaluated based on:

- Relevant experience and qualifications
- Demonstrated management capability
- Understanding of municipal operations
- Approach to accountability and staff supervision
- Compliance and regulatory knowledge
- Cost effectiveness
- References and past performance

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## 9. Procurement & Legal Terms

- The City reserves the right to reject any or all proposals
- The City may negotiate with the highest-ranked proposer
- Issuance of this RFP does not obligate the City to award a contract
- All proposals become public records in accordance with Mississippi law
- The selected firm must comply with all applicable federal, state, and local laws

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## 10. Insurance & Indemnification

The selected firm must maintain appropriate insurance coverage, including:

- General liability
- Professional liability
- Workers' compensation

Proof of insurance shall be provided prior to contract execution.

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## 11. Submission Instructions

Proposals must be received by: March 10, 2026

Date and Time: 12noon  
Email To: info@cityofgrenada.ms

Late proposals will not be accepted.

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## 12. Anticipated Schedule

- RFP Issued:
  - Questions Due:
  - Proposals Due:
  - Evaluation & Selection:
  - Contract Start:
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End of RFP

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