**PUBLIC NOTICE**

**NOTICE TO BIDDERS**

The Corinth School District will receive bids for Architectural Services in the following manner:

Proposals from prospective bidders will be accepted until 2:00 p.m. on August 29, 2023 in sealed envelopes at the Corinth School District Central Office, 1204 North Harper Road, Corinth, MS or by electronic submission. All electronic proposals should be emailed to [mwhittemore@corinth.k12.ms.us](mailto:mwhittemore@corinth.k12.ms.us).

Sealed bids, in-person bids, electronic bids can be submitted to the Corinth School District, 1204 North Harper Road, Corinth, MS or electronically to [mwhittemore@corinth.k12.ms.us](mailto:mwhittemore@corinth.k12.ms.us).

Specifications are on file at the office of the Superintendent. To receive a copy of the specifications, please contact Lee Childress or Misty Whittemore at 662-287-2425, by fax 662-286-1885, or by email at [lchildress@corinth.k12.ms.us](mailto:lchildress@corinth.k12.ms.us) or [mwhittemore@corinth.k12.ms.us](mailto:mwhittemore@corinth.k12.ms.us).

Specifications may also be downloaded from [www.corinth.k12.ms.us](http://www.corinth.k12.ms.us). All bids must comply with the specifications to be provided. The Corinth School District reserves the right to amend the specifications, as necessary, and agrees to notify all having requested bid packets.

The contract will be awarded to the lowest and/or best responsible bidder. The Corinth School District reserves the right to waive any informalities, to reject any or all bids, and the right to award by line item.

Edward Lee Childress

Superintendent

Publish: August 10, 2023

August 17, 2023

**CORINTH SCHOOL DISTRICT**

**REQUEST FOR QUALIFICATIONS (RFQ)**

**CORINTH HIGH SCHOOL EAST ANNEX**

**UPGRADES AND EXPANSIONS**

**RFQ Due Date: August 29, 2023 at 2:00 p.m.**

**A. General Information**

The Corinth School District (CSD) is soliciting Requests for Qualifications (RFQ) through competitive bidding procedures from qualified entities to provide architectural services for upgrades and expansions at Corinth High School East Annex Meeks Street Corinth, Mississippi 38834. RFQ Proposals will be opened at the District’s Central Office, 1204 North Harper Road Corinth, Mississippi on August 29, 2023 at 2:00 p.m. CST.

**B. Purpose and Objective**

The Corinth School District (CSD) is seeking RFQ Proposals from qualified vendors for architectural services for the development, implementation, monitoring, and evaluation of plans and services for upgrades and expansions at Corinth High School Annex Meeks Street Corinth, Mississippi 38834.

a. The upgrades and expansions include the following:

i. Renovations/Modifications to existing classroom space and to provide additional renovated classrooms

ii. Renovation of the library in the classroom area

iii. Upgrades to restroom facilities

b. Bidders must provide a schedule for completion of work.

c. Bidders must have knowledge of all ADA and Davis-Bacon and Related Acts (DBRA)

requirements.

d. The District reserves the right to accept or reject any or all bids for any reason, to waive technicalities, and to make an award deemed in its best interest.

e. The project will be funded with Elementary and Secondary School Emergency Relief Funds (ESSER) and American Recue Plan (ARP) funds.

**C. Primary Contact**

Any questions related to the scope of work in this RFQ should be directed to Dr. Lee Childress, Superintendent of Corinth School District, at [lchildress@corinth.k12.ms.us](mailto:lchildress@corinth.k12.ms.us).

**D. Questions**

Prospective proposers will have an opportunity to submit questions regarding this RFQ. Questions must be submitted via email to Dr. Lee Childress no later than August 18, 2023.

**E. Addenda**

In the event that it becomes necessary to revise any part of this RFQ, written addenda will be issued. All addenda will be numbered in sequence, dated as the date of issue and sent via fax or email to all prospective proposers. The proposer shall acknowledge receipt of each addendum by signing in the space provided on the issued addenda and by submitting all addenda with their proposal.

**F. Submission Deadline and Procedure**

The packaged proposal shall be sealed and include one (1) original copy and five (5) hard copies and submitted to the CSD by the stated deadline. Any proposal received after the time and date set for receipt of proposals is late and will not be considered.

1. Proposal Envelope

A sealed envelope containing your Proposal, and any other supporting data to be submitted therewith, must be marked in the lower right hand corner with the following description:

CORINTH SCHOOL DISTRICT

REQUEST FOR QUALIFICATIONS (RFQ)

Architectural Services for Corinth High School East Annex Renovations

[PROPOSER'S NAME]

[PROPOSER'S ADDRESS]

[PROPOSER'S TELEPHONE NUMBER]

The envelope must be addressed and timely delivered to:

Misty Whittemore

Director of Finance

Corinth School District

RFQ – Corinth High School East Annex Renovations

1204 North Harper Road

Corinth, Mississippi 38834

2. Proposals may be emailed to Misty Whittemore at [mwhittemore@corinth.k12.ms.us](mailto:mwhittemore@corinth.k12.ms.us). The subject line of the email should contain RFQ for Architectural Services. All emailed proposals must be received by the deadline.

3. Submission Format and Content

1. Submissions should be complete and organized.
2. Submissions must include the following information

Firm Information

Project Team

Firm references

Provide the firm’s insurance certificates

Address the following questions in the submission:

1. Does the firm have previous experience preparing bid documents for federally funded projects?
2. Provide a team organization chart for the projects including alternate personnel
3. Will construction administration on the project be performed with staff that was involved in the design and production of the contract documents. If not, please name the staff and provide the qualifications.
4. Include a tentative design services schedule.
5. Provide the fees that will be associated with the services
6. Any other information the proposer wishes to have considered.

4. Late Proposals. Each proposer is responsible for submission of its proposal. Proposals or revisions to proposals received after the date and time specified above will be rejected for consideration by the School District. Any rejected proposals will be returned to the proposer

unopened. The school district is not liable for any delivery or postal or technology delays

5.The date and time for receiving proposals is August 29, 2023 at 2:00 p.m..

6. The award of a contract for any proposal is contingent upon the favorable evaluation of

the vendor’s proposal and approval of the vendor by the CSD Board of Trustees.

7. The contract awarded under this RFQ is contingent on the availability of funds to the

CSD for this project. In the event funds are not available, any contract resulting from this

RFQ will become null and void immediately.

**G. Evaluation Factors**

The following criteria will be taken into consideration when evaluating submitted proposals:

a. Vendor’s background and history

b. Qualifications (including submitted resumes, of team members in the area of the

project described above)

c. Qualifications of any sub-consultant, not members of the firm, who will be utilized as

a consultant in the project described above

d. Documentation of prior involvement or experience with like projects for a school

district

e. Certification that your firm or individual members of your firm have not been

disbarred, suspended, or otherwise excluded from or ineligible for participation in

federal assistance programs or activities

f. Project management plan included

g. Documented record of reliability, on-time and on-budget project implementation and

completion

h. Proof of insurance to include W-9 IRS Form, and certify other federal and state requirements upon execution of a contractual agreement

i. Comparable fee schedule to typical professional fees and to other

submitted proposals

j. Sufficient number of staff with the requisite skills available to perform the job during

all stages

k. Knowledge of and adhere to all ADA and Davis-Bacon and Related Acts (DBRA) guidance and regulations for schools and universities

l. Firm and all other associated consultants must be aware of and in compliance with all

state and federal purchasing and expenditure requirements

m. Preference may be given to vendors with substantial experience in the design,

construction, and related areas of K-12 public schools or other governmental projects.

n. Preference may be given to engineering/architectural firms and all other associated

consultants within a 150-mile radius of the district’s boundaries.

o. Preference will be given to engineering/architectural firms and other associated consultants that have previous experience working with the District.

**H. Scope of Work**

Work is anticipated to begin on or soon after Superintendent's approval and the

issuance of a purchase order.

a. Visit, review, and evaluate site needs.

b. Assist the CSD in planning a project timeline and implementation plan.

c. Meet with owner to establish project schedule for the project, define objectives, and develop project plan for the project. Project plan/schedule must include the bid process, pre-bid meeting, deadline for questions, bid opening, award, preconstruction meeting, project start date, project management and completion date.

d. Develop design drawings and specific actions which include any mechanical, electrical and plumbing as needed.

e. Advertise for and assist the CSD in the evaluation and selection of the best

bid.

f. Have a project manager available during all phases of the project to ensure

compliance with all requirements and regulations.

Following the evaluation of the proposals, CSD may conduct interviews and may request additional information from one or more vendors. The contract will be awarded to the

best and/or lowest responsible vendor. CSD reserves the right to waive any small informalities,

to reject any and all proposals in part or in whole, and to evaluate the qualifications in the

proposal that are most beneficial to the District. Issuance of this RFQ does not commit the

CSD to award a contract, to pay any costs incurred in preparation of an RFQ, or to procure

related services or supplies.

Ad Run Dates:

August 10, 2023

August 17, 2023