Batesville Main Street is soliciting responses to this request for qualifications for grant compliance services regarding Mississippi Main Street Revitalization Grant Program funds from the Department of Finance and Administration from an allocation received by the State of Mississippi under the American Rescue Plan Act of 2021. All responses to this request should submitted by email to:

*Mamie Avery*

[*mamieavery@panolacounty.com*](mailto:mamieavery@panolacounty.com)

The deadline for response to this RFQ is 3:00 PM on May 10, 2025.

Batesville Main Street is seeking an engineer, architecture or landscape architectural firm licensed in the state of Mississippi to provide a comprehensive master plan for the updates to the downtown square and two adjacent streets that extend from the square.

Batesville Main Street would like to incorporate the following elements into the square updates:

* Seasonal plantings and the creation of a local plant palette and planting schedule, updating planting area layout if needed
* Hanging baskets : proposed style of basket + layout plan
* An amenity palette (selection of trash receptacles and bench designs) and the placement of the amenities within the downtown landscape
* Removal, relocation, or disguise plan for unsightly utilities
* Walkability upgrades that improve crosswalks and calm traffic
* Lighting design for both the landscape and storefront
* Redesign of the pavilion area to create a space more amenable for community events and gatherings
* Redesign of the depot structure to allow for community events and accent the square more appropriately
* Redesign of pocket park on Eureka Street

This RFQ is for full design services, including, but not limited to: Landscape Architecture, Program Review, Cost Estimating, Schematic Design, Graphic Presentation, Design Development, Construction Documentation, Bidding, Construction Administration, and Project Closeout.

**Services**

As these services were not expected to exceed regulatory threshold pursuant to 2 C.F.R. §200.1, the following information shall be deemed sufficient to allow Batesville Main Street to make its selection.

Submittals, at a minimum, shall contain:

1. Name, address, and contact information for the entity, including identification of the key individual and important qualifications of the submitting firm.

2. Years of existence of the firm, firm size and current workload.

3. Qualifications of all persons offered or expected to perform services under this contract. Include education, experience, and other relevant information.

4. Proof of licensure in the State of Mississippi.

5. List and/or examples of projects of similar scope.

4. Rates for each individual identified above, including other costs and expenses that may be incurred during the performance of the services.

Selection shall be based upon both qualifications and price. All submittals shall be in printed and electronic format.

**Conflicts of Interest Prohibited**

1. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of Batesville Main Street may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, Batesville Main Street may set standards for situations in which the financial interest is not substantial, or the gift is an unsolicited item of nominal value.

**Miscellaneous**

1. **Required Contract Terms**. All contracts awarded pursuant to these procedures shall contain the applicable required contract terms described in Code Federal Regulations, Title 2, Part 200, Appendix II. (Attachment “A” hereto.)

2. **Compliance with Applicable Requirements**. All contracts awarded pursuant to these procedures shall comply with the other applicable requirements contained in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.