

**Request for Qualifications  
Façade Master Plan Services  
MS Main Street Revitalization Grant Program  
Amory Main Street, Inc.**

Amory Main Street, Inc. (“ Amory Main Street, Inc. ”) 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:

**Amory Main Street, Inc.**  
**Attn: Rebecca Riddle**  
**amorymainstreet@gmail.com**

No later than close of business on April 18, 2024. Services and/or goods may include but may not be limited to the following:

1. Interview property owners and provide education about the historic nature of their facades as well as resources available for appropriate maintenance and enhancement;
2. During property owner interviews, establish design directions and renovation options that are sympathetic to the historic preservation principles espoused by Main Street America;
3. Develop professional photo-rendered façade studies to include existing conditions and proposed conditions renderings;
4. Photo-renderings shall include technical notes, design recommendations, and material specifications for items such as, but not limited to: paint colors, awning fabrics, light fixtures, signage, etc;
5. Façade renderings will be converted to PDF format and placed in a shared Dropbox folder for Amory Main Street, Inc.s’ printing and distribution purposes.

**Services**

As these services as not expected to exceed regulatory threshold pursuant to 2 C.F.R. §200.1, the following information shall be deemed sufficient to allow Amory Main Street, Inc. 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.
3. Qualifications of all persons offered or expected to perform services under this contract. Include education, experience, and other relevant information.
4. Lump sum fee proposal providing the above noted services, including other costs and expenses that may be incurred during the performance of the services for twenty (20) property owner interviews, facade renderings, and facade design packages."

Selection shall be based upon qualifications. 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 Amory Main Street, Inc. may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, Amory Main Street, Inc. 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.