REQUEST FOR QUALIFICATIONS FOR ARCHITECTURAL SERVICES

Mississippi Delta Community College is requesting proposals from qualified firms or individuals to provide Architectural services for work related to the application for and implementation of an FY 2020 U. S. Department of Commerce, Economic Development Administration project. You are invited to submit a Statement of Qualifications, in accordance with this request, to Steven J. Jones, Vice President, Division of Administrative Services, Mississippi Delta Community College; Post Office Box 668 or Tanner Building, Room 202, Moorhead, MS 38761, no later than 10:00 a.m. on July 9, 2020. Statements of Qualifications will be opened at a meeting of the Board of Trustees or their appointed selection committee.

The Architect will be responsible for preparing preliminary architectural reports, project cost estimates for application preparation and if awarded, the selected Architect will provide all architectural services through project closeout in accordance with federal, state and local laws, regulations and policies. The scope of work includes but is not limited to the following: 1) prepare plans and specifications, 2) distribute bid documents, 3) assist in bid opening and prepare bid tabulation, 4) assist in the execution of construction contracts, 5) hold pre-construction conference, and 6) perform construction inspection including periodic reports to Mississippi Delta Community College and approve all payment requests.

Mississippi Delta Community College is an Equal Opportunity Employer. The College encourages Minority-owned Business Enterprises (MBEs) and Woman-owned Business Enterprises (WBEs) to submit Statements of Qualifications.

All Statements of Qualifications must be submitted in a sealed envelope and marked with the following language: “Statement of Qualifications for Architectural Services.” Statements will be evaluated on the following factors: Qualifications (40 points), Experience (40 points) and Capacity for Performance (20 points). To be evaluated properly, the following must be addressed in detail:

 Qualifications – List of qualifications of persons to be assigned to the project;

Experience – Information regarding the firm’s experience and the projects previously undertaken, including the type and amount of grants awarded, the projects activities, and the status of the projects;

Capacity for Performance – Identify the number and title of staff assigned to provide services.

The College may designate a selection committee to evaluate each proposal. The College may hold Statements of Qualifications for a period not to exceed thirty (30) days for the purpose of reviewing the content and investigating the qualifications of the firms and assigned individuals. The College reserves the right to reject any and all proposals.

Subject to Economic Development Administration awards and the removal of all environmental conditions, the College will award a contract to the qualified individual or firm whose Statement of Qualifications has the highest number of cumulative points following evaluation and determined to be the most advantageous to the College, all factors considered. The contract will include scope and extent of work and other essential requirements. An individual contract will be executed for each awarded project, and the contract will be on fixed price basis. Mississippi Delta Community College has the authority to terminate the selection at any time.