REQUEST FOR PROPOSALS

The Clay County Board of Supervisors will accept sealed proposals from qualified firms and individuals interested in providing architectural services for a proposed ADA improvements project for the Clay County Courthouse. The work will be constructed with funding through Community Development Block Grant Program (CDBG) as administered by the Mississippi Development Authority.

Architectural Services required include, but are not limited to the following: The selected architectural firm will be responsible for the preparation of project cost estimates and architectural reports for application preparation and if awarded, the selected architect will provide all architectural services through closeout in accordance with federal, state and local laws, regulations and policies. Post application architectural responsibilities include but are not limited to the following: (1) prepare plans and specifications, (2) distribute bid documents, (3) assist in bid opening and prepare bid tabulations, (4) assist in the execution of construction contracts, (5) hold preconstruction conference, and (6) perform construction inspection including periodic reports to the County and approve all payment requests.

Subject to grant awards and the removal of all environmental conditions, the award of the aforementioned contract will be made to the responsible party whose proposal has the highest number of cumulative points and is most advantageous to the Clay County Board of Supervisors. Proposals will be rated according to the following criteria: (1) Previous experience with Federal Grant Programs; (2) Knowledge of Federal and State laws concerning bid procedures and contracts; (3) General experience and technical expertise in the profession; and (4) Previous experience in performing the required services in a timely manner, with equal value assigned to each category. Cost is not a factor in the selection process and should not be a part of the proposal. Cost will be negotiated with the firm or individual receiving the highest rating according to the stated criteria. Clay County will designate a selection committee to evaluate the proposals, with final decisions being made within a period not to exceed thirty (30) days.

Interested parties are invited to submit sealed proposals, five (5) copies, until 9:00 AM, Thursday, May 5, 2022, to the Board of Supervisors at the Clay County Courthouse, Office of the Chancery Clerk, Attention: Amy Berry, 205 Court Street or Post Office Box 815, West Point, Mississippi 39773. All proposals should be marked clearly as being a “Proposal for Architectural Services”. Clay County does not discriminate on the basis of race, color, religion, sex, age or national origin and reserves the right to reject any and all proposals. Clay County is an Equal Opportunity Employer and encourages Minority-owned Business enterprises (MBE’s) and Woman-owned Business Enterprises (WBE’s) to submit proposals. Clay County also encourages Section 3 eligible businesses to submit proposals. Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 17010) requires, to the greatest extent feasible, that Clay County and its contractors that participate in the above referenced program give opportunities for job training and employment to lower income residents of Clay County, Mississippi. Section 3 also requires that contracts for work in connection with the Section 3 area be awarded to Section 3 eligible business concerns.

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Publish as a legal advertisement on April 6, 2022 and April 13, 2022 in the Daily Times Leader newspaper. Proof of publication is required. Billing should be made to the Clay County Board of Supervisors, Post Office Box 815, West Point, MS 39773.