REQUEST FOR QUALIFICATIONS FOR ARCHITECTURAL SERVICES

The City of Rolling Fork is requesting Statements of Qualifications from qualified firms or individuals to provide Architectural services for work related to applications for and implementation of multiple city owned building repair/reconstruction projects, resulting from the tornado that occurred on March 24, 2023. You are invited to submit a Statement of Qualifications, in accordance with this request, to the City of Rolling Fork, at the Temporary City Hall, 120 Locust Street, Rolling Fork, MS 39159, no later than 4:00 p.m. on November 30, 2023. Each submittal shall consist of one (1) original paper submittal, with four (4) copies. Sealed submittals sent through the U.S. Mail are done so at the risk of the prospective consultant and should be addressed to the City of Rolling Fork, in care of the City Clerk, Post Office Box 310, Rolling Fork, MS 39159. The City is not responsible for submittals that arrive in the mail after the designated opening time. Statements of Qualifications will be opened at a meeting of the Board of Aldermen or an appointed selection committee.

The Architect will be responsible for preparing project cost estimates for application preparation and if awarded, the selected Architect will provide all Architectural services through project(s) 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 cost estimates for replacement or repair of individual facilities for FEMA’s evaluation, compliant with FEMA guidelines, 2) prepare plans and specifications, 3) assist with preparing construction bid packages which shall be prepared in conformance with applicable Federal, State and local requirements, including provisions required by FEMA, 4) distribute bid documents, 5) assist in bid opening and prepare bid tabulation, 6) assist in the execution of construction contracts, 7) hold pre-construction conferences, and 8) perform construction inspection and oversight throughout the life of the project(s) to ensure work is completed in an acceptable manner including periodic reports to the City of Rolling Fork and review and approve all Contractor payment requests.

The City of Rolling Fork will require the successful firm to provide a certificate of professional insurance and worker’s compensation insurance coverage. The certificate of insurance must demonstrate that the firm that will be providing services has general liability coverage in an amount of not less than $1 million per occurrence. Proof of coverage will be required at the time the contract is signed.

The City of Rolling Fork is an Equal Opportunity Employer. The city encourages Minority-owned Business Enterprises (MBEs) and Woman-owned Business Enterprises (WBEs) to submit Statements of Qualifications. There is the potential for the City of Rolling Fork to utilize funds originating with the U. S. Department of Housing and Urban Development; therefore, the city also encourages Section 3 eligible businesses to submit Statements of Qualifications. 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 the City of Rolling Fork and its contractors that participate in the above referenced Program give opportunities for job training and employment to lower income residents of the City of Rolling Fork. Section 3 also requires that contracts for work in connection with the Section 3 area be awarded to Section 3 eligible business concerns.

All Statements of Qualifications must be submitted in a sealed envelope and marked with the following language: “Statement of Qualifications for Architectural Services for 2023 Tornado Building Repair/Reconstruction Projects.” Statements of Qualifications 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 including length of time licensed 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 City of Rolling Fork may designate a selection committee to evaluate each proposal. The City of Rolling Fork may hold proposals for a period not to exceed thirty (30) days for the purpose of reviewing the content of the proposals and investigating the qualifications of the firms and assigned individuals. The City of Rolling Fork reserves the right to reject any and all proposals.

Subject to project awards and the removal of all environmental conditions, the City of Rolling Fork 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 city, all factors considered. The contract will be negotiated and will include scope and extent of work and other essential requirements. An individual contract will be executed for each awarded project, and each contract will be on a fixed price basis. The City of Rolling Fork has the authority to terminate the selection at any time.