

**Request for Qualifications (RFQ):
Architectural Services
for a New Harrison County Multi Department
Facility, Cowan-Lorraine Road, Gulfport, MS**

**Departments: Road – Bridge & Traffic - Engineering – Codes – Zoning
Outside Buildings & Grounds (Maintenance) – Beautification
Mosquito Control – Sheriff's Dept. Work Center**

Sealed RFQ submittals will be accepted by the Harrison County Board of Supervisors at the Board Meeting Room in the First Judicial District Courthouse, 1801 23rd Ave., Gulfport, Mississippi, 39501 until the hour of 10:30 o'clock A.M. on TUESDAY, NOVEMBER 20, 2018 for **New Harrison County Multi Department Facility in Gulfport, Mississippi**. Those desiring consideration should submit one (1) original, (1) digital and five (5) copies. All submittals should be sealed and clearly identified as follows:

- **Name of Firm**

- **Request for Qualifications for: New Harrison County Multi Department Facility in Gulfport, Mississippi**

Envelopes not so marked are submitted at the risk of the prospective Proposer and the County assumes no responsibility for the premature opening of same by any County employee.

RFQ submittals sent through the U.S. Mail are done so at the risk of the submitter and should be addressed to the Harrison County Board of Supervisors, in care of the Chancery Clerks Office, Post Office Drawer CC, Gulfport, Mississippi, 39502. The County is NOT responsible for RFQ submittals that arrive in the mail after the designated opening time. RFQ submittals may be delivered in person to the Harrison County Chancery Clerk's Office in the First Judicial District Courthouse located at 1801 23rd Ave, Gulfport, Mississippi until 5:00 P.M. Monday, November 19, 2018 or the Board of Supervisor's meeting room at the First Judicial District Courthouse in Gulfport, Mississippi on TUESDAY, NOVEMBER 20, 2018 prior to the opening time as listed above.

If the agency is closed for any reason, including but not limited to: acts of God, strikes, lockouts, riots, acts of war, epidemics, governmental regulations superimposed after the fact, fire, earthquakes, floods, or other natural disasters (the "Force Majeure Events"), which closure prevents the opening of RFQ submittals at the advertised date and time, all RFQ submittals received shall be publicly opened and read aloud on the next business day that the agency shall be open and at the previously advertised time. The new date and time of the RFQ opening, as determined in accordance with this paragraph, shall not be advertised, and all Vendors/Contractors, upon submission of a RFQ, shall be deemed to have knowledge of and shall have agreed to the provisions of this paragraph. RFQ submittals shall be received by the agency until the new date and time of the RFQ opening as set forth herein. **The agency shall not be held responsible for the receipt of any RFQ submittals for which the delivery was attempted and failed due to the closure of the agency as a result of a Force Majeure Event.** Each submitter shall be required to ensure the delivery and receipt of its RFQ by the agency prior to the new date and time of the RFQ opening. The Owner expressly reserves the right to accept or reject any or all RFQ submittals or any part of any or all RFQ submittals. Owner reserves the right to waive informalities.

The contract will be awarded to the best and most responsible Architectural Services provider who's RFQ is written within a competitive range and determined to be the most advantageous to the County, all factors considered. Factors to be considered in evaluating RFQs will be, but not limited to, their relative experience in projects of similarity in type, size and function.

The service provider shall perform all necessary services to properly carry out the activities of the project in accordance with all State/Federal laws and any applicable regulations. The project will include, but not limited to, the following activities:

- Preliminary design and preparation of project cost for Board of Supervisors consideration;
- Work with Department Heads to identify all department requirements.

Those desiring consideration should submit RFQ by the time and date stated above and must include the following:

- 1) Qualifications - List of qualifications of each staff person to be assigned to the project.
- 2) Experience - Information regarding the experience of the firm. Information shall include types of project activities undertaken.
- 3) Capacity for Performance - Identify the numbers and titles of staff available to be assigned to provide services.

RFQs will be reviewed by a selection committee using the above criteria and rated on the following system to determine the best and most responsible Architectural Services provider: Qualifications-40, Experience-40, Capacity-20, Total: 100 Points. Negotiations will be conducted to determine a mutually satisfactory contract first with the architectural services provider receiving the highest number of points. If a contract cannot be reached after the best and final offer, negotiation with that firm will be terminated. Negotiations then will be initiated with the subsequently listed firm in the order of rating, and this procedure will be continued until a mutually satisfactory contract has been negotiated.

After successful negotiations, the selection committee will make a recommendation to the Board to accept and award the contract to best and most qualified architectural services provider.

RFQs may be held by the County for a period not to exceed ninety (90) days from the date of opening for the purpose of reviewing and investigating the qualifications prior to awarding the contract. The County is an equal opportunity employer.

By Order of the Board of Supervisors, adopted this the 1st day of October, 2018.

John McAdams
Clerk of the Board of Supervisors
Harrison County, Mississippi

By _____

PUBLISH: Wednesday, October 31, 2018
 Wednesday, November 7, 2018