**ADVERTISEMENT FOR BIDS**

**ARCHITECTRUAL SERVICES**

**RFQ #18-06**

The City of Meridian, Mississippi is requesting proposals from qualified Architect firms and/or individuals to provide architectural services for work related to the implementation of approved FY 2018 CDBG project(s).

You are invited to submit seven (7) copies of your qualifications & experience. All submittals shall be received by **11:00 AM, Thursday, May 10, 2018**, at City Hall, Purchasing, 601 23rd Avenue, Meridian, Mississippi 39301.

Copies of the detailed “RFQ – Architectural Services” can be obtained by contacting Eugene Perry, Purchasing Agent at 601-485-1938, eugeneperry@meridianms.org, or from the address above.

The City of Meridian is an equal opportunity employer and hereby notifies all bidders that it will affirmatively insure that, in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, sex, age, disability or national origin in consideration for an award.

The City of Meridian reserves the right to reject any and/or all submittals, waive technicalities, informalities or irregularities in the submittals received, solicit new submittals or to choose that submittal which is deemed to be in the best interest of the City of Meridian.

 Eugene Perry

 Purchasing Agent

Publishing Dates: **04/20/18**

 **04/27/18**

**ARCHITECTURE SERVICES**

**RFQ #18-06**

Qualification & Experience statements will be received in the Purchasing Agent’s office, City of Meridian, 601 23rd Avenue, Meridian, MS 39301 until **11:00 A.M., Thursday, May 10, 2018,** after which time they will be opened by the Purchasing Agent.

Please provide seven (7) copies of the proposal. All proposals should be submitted in a sealed envelope clearly identified as follows:

**(NAME OF ARCHITECT FIRM OR INDIVIDUAL)**

**“RFQ – ARCHITECTURAL SERVICES – CDBG PROJECT – BID #18-06 – MAY 10, 2018”**

**Scope of Work**

The selected Architect will provide all Architecture services through project closeout in accordance with federal, state and local laws, regulations and policies. The scope of work incudes, 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
6. Perform construction inspection including periodic reports to the City of Meridian and approve all payment requests.
7. Insure compliance with all aspects of project design and implementation.

**Proposal Content and Evaluation Criteria**

In order for your proposal to be properly evaluated, you must submit a Statement of Qualifications and Experience in sufficient detail to be evaluated.

Proposals will be reviewed by the Selection Committee. The selection committee will then set up interviews with those firms or individuals they consider to be the most qualified. Following the interviews, the selection committee will begin negotiations with the top firm or individual. If a mutually satisfactory contract cannot be negotiated, the firm or individual will be requested to submit a best and final offer, in writing, and if a contract cannot be reached after the best and final offer, negotiation with that firm or individual will be terminated. Negotiations then will be initiated with the subsequently listed firm in the order of rating, and this procedure will continue until a mutually satisfactory contract has been negotiated. In addition to reaching a fair and reasonable price for required work, the objective of negotiations will be to reach an agreement on the provisions of the proposed contract including scope and extent of work and other essential requirements. The proposal must include the following parts:

1. **Qualifications** – Information reflecting qualifications of persons to be assigned to provide services (40 points);

2. **Experience** - Information regarding the experience of the firm. The information submitted should as a minimum include types of project activities undertaken, including the type and amount of grants awarded, the project activities, and the status of the projects (40 points);

3. **Capacity for Performance** – Identify the number and title of staff available to provide services (20 points);

4. **References** - (Attachment “A”) from cities or companies for which you are providing or have provided Architectural Services.

For any questions or more details about the project(s), please contact **Jenifer Buford** with the East Central Planning & Development District at **601-683-2007** or jbuford@ecpdd.org .

Please do not include any quotations of your fees in your submission. Fees will be discussed prior to the awarding of any contract.

The City of Meridian is an Equal Opportunity Employer. The City encourages Minority-owned Enterprises (MBEs) and Women-owned Business Enterprises (WBEs) to submit proposals. The City 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 the City 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 Meridian. Section 3 also requires that contracts for work in connection with the Section 3 area be awarded to Section 3 eligible business concerns.

Subject to CDBG award(s) and the removal of all environmental conditions, the City will award a contract with the qualified individual or firm whose proposal has the highest number of cumulative points issued by the selection committee and determined to be the most advantageous to the City, price and other 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 a fixed price basis.

Proposals may be held by the City of Meridian for a period of not to exceed thirty (30) days from the date of opening of proposals for the purpose of reviewing the proposals and investigating the qualifications of the Architect, prior to awarding the contract. The City reserves the right to reject any and all proposals and to waive any informality in the proposal accepted.

*ATTACHMENT “A”*

**REFERENCES**

**ARCHITECTURAL SERVICES – CDBG PROJECT**

**#18-06**

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