

REQUEST FOR STATEMENT OF QUALIFICATIONS USDA – RURAL BUSINESS DEVELOPMENT GRANT

The City of Richland, Mississippi, requests Statements of Qualifications (SOQ) from qualified firms or individuals to provide services for work related to the preparation of a Feasibility Study & Business Plan for Recreation Facilities and Sports Tourism for the City. You are invited to submit a SOQ, in accordance with this request, by mail or hand delivery to: City of Richland; Attn: City Clerk; 380 Scarbrough Street; Richland, MS 39218 or emailed to the City Clerk at kjackson@richlandms.com, no later than 2:00 P.M., on October 17, 2023.

The selected firm or individual will be responsible for performing all services through project completion in accordance with federal, state and local law, regulations and policies. Additional information, including detailed instructions for submitting a SOQ, can be obtained by emailing a request to: kjackson@richlandms.com.

All SOQ submittals must be submitted in a sealed envelope and marked with the following language: “**Statement of Qualifications for Feasibility Study & Business Plan for Recreation Facilities and Sports Tourism Services.**” SOQs 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 project, **Experience** - Information regarding the individual’s or firm’s experience and the projects previously undertaken, **Capacity for Performance** - Identify the number and title of staff assigned to provide services.

The City of Richland is an Equal Opportunity Employer. The City encourages Minority-owned Business Enterprises (MBEs) and Woman-owned Business Enterprises (WBEs) to submit a SOQ.

The City will designate a selection committee to evaluate each SOQ. The selection committee may hold SOQs for a period of up to thirty (30) days for the purpose of reviewing and investigating the SOQs’ content. The City reserves the right to reject any and/or all SOQs.

The City will award a contract with the qualified firm or individual whose SOQ has the highest number of cumulative points and is determined to be the most advantageous to the City. The contract will include scope and extent of work and other essential requirements and the contract will be on a fixed price basis. The City has the authority to terminate the selection at any time.

*(Please publish in the **LEGAL** section of the newspaper on **September 27, 2023 & October 4, 2023**)*