

REQUEST FOR PROPOSALS FOR ARCHITECTURAL SERVICES

The Chickasaw County School District requests proposals from qualified firms or individuals to provide architectural services for work related to an application for an infrastructure project with potential funding from: Appalachian Regional Commission, and/or other federal funding agencies. This Request for Proposal includes the preparation of a preliminary cost estimate to be used in the application and project architectural services if the project is awarded. You are invited to submit a proposal, in accordance with this request, to the Chickasaw County School District, 636 Starkville Road, Post Office Box 608, Houston, Mississippi 38851, no later than 3:30 p.m. on April 5, 2024.

The Architect will be responsible for performing all architectural services through project closeout in accordance with federal, state, and local laws, regulations, and policies. The scope of work includes but is not limited the following: 1) prepare preliminary cost estimate and preliminary engineering report ; and if grant is awarded 2) prepare plans and specifications, 3) distribute bid documents, 4) assist in bid opening and prepare bid tabulation, 5) assist in the execution of construction contracts, 6) hold preconstruction conference, and 7) perform construction inspection including periodic reports to the Chickasaw County School District and approve all payment requests.

The Chickasaw County School District is an Equal Opportunity Employer. The Chickasaw County School District encourages Minority owned Business Enterprises (MBEs) and Woman owned Business Enterprises (WBEs) to submit proposals.

All proposals must be submitted in a sealed envelope and marked with the following language: "Proposal for Architectural Services." Proposals 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 person to be assigned to project.

Experience – Information regarding the firm's experience and the projects previously undertaken, including the type and amount of grants awarded, the projects' activities, and the status of projects.

Capacity for Performance – Identify the number and title of staff assigned to provide services.

The Chickasaw County School District will evaluate each proposal. They may hold proposals for a period of 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 Chickasaw County School District reserves the right to reject and/or all proposals.

Subject to grant award and the removal of all environmental conditions, the Chickasaw County School District 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 Chickasaw County School District, 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 the awarded project and the contract will be on a fixed price basis. The Chickasaw County School District has the authority to terminate the selection at any time.



Please publish as a legal ad on Wednesday, March 20, and March 27, 2024.

Note: Please send certified proofs of publication to:

**Bonnie Childs
Three Rivers PDD
Post Office Box 690
Pontotoc, Mississippi 38863**

**Chickasaw County School District
Post Office Box 608
Houston, Mississippi 38851**

Bill to: Chickasaw County School District