

**REQUEST FOR PROPOSALS  
TO PROVIDE PROFESSIONAL SERVICES  
RFP#22-011-09**

Northwest Mississippi Community College is issuing a Request for Proposals (RFPs) to provide Professional Services for mechanical engineering services including existing HVAC design analysis, equipment assessment, and plans & specifications for new equipment design and installation. Proposed projects include multiple buildings at two college site locations.

Qualified entities are invited to submit proposals, in accordance with the request to Northwest Mississippi Community College at 4975 Highway 51 North, Senatobia, MS 38668, not later than 2:00 p.m. Central Standard Time (CST) on Friday, November 12, 2021. The proposals will be opened and reviewed by a committee at Northwest Mississippi Community College in Senatobia, Mississippi. Submission of proposals for this solicitation may also be done electronically through the Central Bidding website. Proposals submitted electronically must be submitted at [www.centralbidding.com](http://www.centralbidding.com).

The contract will be awarded to the responsible offeror whose proposal is within the competitive range and determined to be the most advantageous to the project. For factors to be considered and to request an INFO TO PROPOSER PACKET, please contact Ruth Dunlap, Northwest Mississippi Community College Purchasing Agent at (662) 562-3202, [rdunlap@northwestms.edu](mailto:rdunlap@northwestms.edu) or Mary Ayers, Northwest Mississippi Community Director of College Construction and Maintenance at [mayers@northwestms.edu](mailto:mayers@northwestms.edu).

Those desiring consideration should submit one (1) Original proposal and seven (7) copies by 2:00 p.m. (CST) on Friday, November 12, 2021 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. This should include the types of project activities undertaken.
3. Capacity for Performance- Identify the number and title of staff available to be assigned to provide services. Explain capability to provide services on an expedited project timeline. Engineering services are needed to begin the project immediately upon RFP approval and equipment bidding expected first quarter 2022.

All proposals will be rated on the following system to determine the best offeror:

Qualifications – 40, Experience – 40, Capacity – 20, to Total: 100 points.

Northwest Mississippi Community College is an Equal Opportunity Employer.

Northwest Mississippi Community College encourages Minority-owned Business Enterprises (MBEs) and Woman-owned Business Enterprises (WBEs) to submit proposals.

Subject to funding and the removal of all environmental conditions, Northwest Mississippi Community College will award the applicable contract to 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 college, all factors considered.

Northwest Mississippi Community College reserves the right to reject any and all proposals and to waive any irregularities in the proposals or the submission process.

Run Dates: Monday, October 25, 2021  
Monday, November 1, 2021