

REQUEST FOR PROPOSALS TO PROVIDE ARCHITECT / ENGINEERING SERVICES

The South Tippah School District, MS requests proposals from qualified firms or individuals to provide architect/engineering services for work related to the application and implementation for construction of a new building for Tippah County Technical Center, funded in part by the Appalachian Regional Commission and other federal or state funds.

Interested parties are invited to submit a proposal in accordance with this request to Kevin Williams, Director, Tippah County Technical Center, P.O. Box 533, Ripley, MS 38663, not later than 10:00 a.m. on February 2, 2024. Proposals must be submitted in a sealed envelope and marked on the outside as "Proposal for Architect/Engineering Services/TCTC Building/ARC/2024".

The Architect/Engineer will be responsible for preparing project cost estimates for the application preparation and if awarded, the selected Architect/Engineer will provide all architect/engineering services through project closeout in accordance with federal, state, and local laws, regulations, and policies. The scope of work includes but is not limited to the following:

- 1) Prepare plans and specifications for project including all services required for design and architect/engineering phases of project including preliminary, environmental, and final design.
- 2) Construct and distribute bid packets (insuring that all Federal and State requirements are met in contract preparation).
- 3) Assist in bid opening and prepare bid tabulation
- 4) Assist in the execution of construction contracts
- 5) Conduct pre-construction conference with contractor, and staff representatives, documenting files with minutes of meeting.
- 6) Conduct work in-progress inspections giving periodic reports to the School District and approving any and all partial payment requests.
- 7) Provide all services necessary for execution of the project including consultations, surveys, soil investigations, supervision, travel, "as built" or record drawings, rights of way assistance, testing, construction engineering and incidental costs.

The South Tippah School District is an Equal Opportunity Employer. The School District encourages Minority-owned Businesses (MBEs) and Women-owned Businesses (WBEs) to submit proposals.

Proposals will be evaluated on the following factors:

- 1) Qualifications- List of qualifications of each staff person assigned to project. (40 points)

- 2) Experience- Information regarding the experience and the projects previously undertaken, including the type and amount of grants awarded, the projects activities, and the status of the projects. (40 points)
- 3) Capacity for Performance-Identify the number and title of staff available to be assigned to provide services. (20 points)

All proposals will be rated on the above system to determine the best offeror.

The Superintendent and members of the School Districts Administrators will review proposals. Using the above selection criteria the Members will assign points to each criteria based on the content of the proposal. The School District may hold proposals for a period 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 School District reserves the right to reject any or all proposals.

Subject to grant awards, the School District will award a contract with the qualified individual firm whose proposal has the highest number of cumulative points issued by the School District and determined to be the most advantageous to the School District, price and other factors considered. The contract shall 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. The School District has the authority to terminate the selection at any time.

Tony Elliott, Superintendent

January 17, 2024

January 24, 2024