

ADDENDUM NO. 1

to

REQUEST FOR PROPOSALS  
FOR ARCHITECTURAL SERVICES  
FOR THE STONE COUNTY SCHOOL DISTRICT

RFP Issued: April 14, 2021

Addendum No. 1 Issued: April 26, 2021

By: Stone County School District

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## **ADDENDUM NO. 1**

**TO**

### **STONE COUNTY SCHOOL DISTRICT REQUEST FOR PROPOSALS ARCHITECTURAL SERVICES**

The Request for Proposals (“RFP”) dated April 14, 2021 and distributed by the Stone County School District (the "District") inviting the submittal of responses and statements of qualifications for architect/engineer and related services for the District is amended and supplemented as set forth in this Addendum No. 1 (“Addendum 1”) which is dated as of April 26, 2021. Other than as amended or supplemented in this Addendum 1, all other terms of the RFP remain in full force and effective as issued on April 14, 2021.

**This signed Addendum 1 must be included in the response submitted to the District pursuant to the RFP and this Addendum 1.**

1. The RFP is requesting proposals and statements of qualifications from qualified individuals or firms for architect/engineer services for the projects described in the RFP. Each respondent should submit one original response, along with eight (8) copies and one electronic version of its response. Responses should be submitted in a sealed, opaque envelope, labeled on the outside as being a response for architect/engineer services submitted pursuant to the April 14, 2021 RFP, as amended by Addendum 1.

2. In general, preference will be given to individuals or firms with substantial experience in the design, construction and related areas of K-12 public school and other governmental projects, who have architect/engineer experience with projects funded with federal and State funding and who have a fully staffed office located within a 150-mile radius of the District’s boundaries.

3. The District will evaluate and rate proposals based on the percentages shown on the following matrix and may select up to three individuals or firms with whom the District may negotiate price and other factors prior to awarding a final contract for services:

Experience in school design and construction and in working with the Mississippi Department of Education and Mississippi public school districts on school projects	35%
Experience with projects funded with federal and State funds	30%
Capacity to handle projects within required timelines	20%
Responsiveness to this RFP, quality of the response and of the qualifications presented, references and experience working with the District and knowledge of its facilities, and proximity to the District	15%

4. The award, if any, of a contract to an architect/engineer firm will be contingent upon the District and such individual or firm negotiating changes to the standard AIA contract(s) satisfactory to the District, including, but not limited to the architect/engineer's final fees and costs for the services to be provided, any payment for reimbursable expenses and additional services, and the percentages of the fee to be paid upon the completion of the design, contract documents development, bidding and construction oversight phases of the contract for work actually performed. The District anticipates that the substantial portion of fees for work completed in the design, construction document and bidding phases will not be paid until the District executes a contract with the winning construction contractor. The percentage of fee to be paid by the District for completed and documented phases under the architect/engineer contract may differ based on the source(s) of funding for each project.

5. The District intends to base its selection of an architect/engineer upon qualifications, followed by negotiation of price. Under federal law applicable to the federally funded portion of any project, the District may use competitive proposal procedures based on qualifications, but must also use a documented process to make sure that the architecture/engineer fees are fair and reasonable, subject to the scrutiny of the District's auditors, Mississippi Office of the State Auditor, Mississippi Department of Education, United States Department of Education and the Office of the Inspector General. Therefore, a party submitting a proposal must include with its response for informational purposes a flat "net" percentage fee or a layered fee schedule (based on the project amount) that it expects to be paid.

- a. The flat fee or layered fee schedule should include all costs normally listed as Additional Services and reimbursable expenses under the AIA contract that are applicable to the work being performed, including but not limited to printing costs, travel costs, engineering fees, etc.
- b. A responding party may submit separate fee schedules as outlined above for projects paid from federal funds, from State funds and for projects paid from local funds. A responding party may also submit separate fee schedules for work consisting of new construction and work consisting of renovations.

6. In determining the fee schedule for federally funded projects, the architect/engineer should plan to ensure compliance with all applicable federal laws and regulations, including but not limited to the Davis Bacon Act by submitting a certification of compliance with every pay application, as well as forwarding the pay records of the contractors so that the District can comply with the record keeping requirements of the federal government. In addition, the architect/engineer firm must be willing to comply with and to require the contractors to comply with sections 34 CFR Section 76.600 (Where to Find Construction Regulations), 34 CFR Sections 75.600-75.617, 2 Section 200.321 Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms, 2 Section 200.322 Domestic preference for procurements, 2 Section 200.324 Contract cost and price, 2 Section 200.325 Federal Awarding Agency or pass-through Entity Review, 2 Section 200.326 Bonding Requirements, 2 Section 200.327 Contract Provisions, 2 Section 200.329(d) Construction Performance Reports, as well as Appendix II to Part 200-Contract Provision for Non-Federal Entity Contract under Federal awards, including Equal Employment Opportunity, Davis Bacon Act, as amended (40 U.S.C. 3141-3148), Contract Work hours and Safety Standards Act (40 U.S.C. 3701-3708), Rights to Inventions Made Under Contract or Agreement, Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387) as amended, Debarment and Suspension (Executive Orders 12549 and 12689) and the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352).

7. The District also must keep detailed records by location for all equipment and capital projects pay applications for local and Federally funded projects so pay applications will need to be submitted by site location. Compliance with all the above must be included, as applicable, in the architect/engineer contract, bid documents and construction contracts and should be taken into account in the "net" cost fee schedule included in a respondent's proposal.

8. For ESSER funded projects, expenditures for equipment and other capital expenditures are unallowable unless prior written approval is obtained from the Mississippi Department of Education, therefore, compliance with Mississippi Department of Education approvals are paramount. The architect/engineer will be expected to assist the District with this process.

9. All ESSER funded projects must be completed and in use by the applicable deadlines or funding is lost and existing expenditures may have to be repaid. The deadline for the completion of ESSER II funded projects is September 30, 2023 and for ESSER III funded projects is September 30, 2024.

10. In providing the information requested in **Exhibit A** of the RFP, please emphasize any educational facility projects you or your firm have completed in Mississippi south of U.S. Interstate I-20, so the sites can be visited, if desired by the District.

11. The District is an Equal Opportunity Employer. The District encourages minority-owned business enterprises and woman-owned business enterprises to submit proposals. The District also encourages Section 3 eligible businesses to submit proposals. All parties submitting proposals must have an active registration in the System for Award Management (SAM).

The undersigned acknowledges receipt of this Addendum 1 and agrees that its response is made pursuant to the terms of the RFP as amended and supplemented by Addendum 1.

Respondent Name: \_\_\_\_\_

Signature: \_\_\_\_\_

By: (print name) \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_