

LEGAL NOTICE
HINDS COUNTY BOARD OF SUPERVISORS
REQUEST FOR PROPOSALS



The Hinds County Board of Supervisors is soliciting proposals from qualified architectural firms/individuals to provide landscape architectural services to design and manage the construction of the landscape of 2.90 mile section of the Hinds Parkway outside of the City of Byram from Parks Road to Davis Road in Hinds County.

Individuals/firms are invited to submit a proposal, in accordance with this request, to the Hinds County Board of Supervisors. Attn: Carmen Y. Davis, County Administrator at 316 South President Street or Post Office Box 686, Jackson, Mississippi 39205-0686, **no later than September 30, 2019 at 10:00 am.**

A contractual agreement will be awarded to the selected firm/individuals whose proposal is within a competitive range and determined to be the most advantageous to the County, price and other factors considered. The factors to be considered in evaluation of proposals and their relative importance are set forth below:

ARCHITECT: The architect shall prepare all the necessary documents to properly design the landscape of the 2.90 miles section of the Hinds Parkway outside of the City of Byram from Parks Road to Davis Road and perform all the necessary architectural services to properly carryout the design activities of the 2.90 mile section of the Hinds Parkway from Davis Road to Parks Road.

The architect shall:

- A. Prepare plans and specifications for project.
- B. Design and distribute bid packets for construction.
- C. Assist in bid opening and prepare bid tabulation.
- D. Conduct pre-construction conference with contractor and County's designee representatives, documenting files with minutes of meeting.
- E. Conduct work-in-progress inspections giving periodic reports to the Board or its designee.
- F. Approving any and all payment requests.

The contract will be on a lump sum basis.

MINORITY PARTICIPATION: Pursuant to a Resolution of the Board of Supervisors of Hinds County Establishing a Set Aside Policy for Purchase of Commodities Minority Business, as noted in Minute Book #0176 Page 747-748 on April 30, 1991; and as amended on October 7, 2013 and recorded in Minute Book #0435 Pages 524-525; the Hinds County Board of Supervisors established a set aside recommendation to provide equal opportunity and participation to all segments of the community, to achieve a goal of minority participation in all activities and projects constructed or sponsored by Hinds County. In furtherance of this; thirty percent (30%) minority/minority business participation is a goal in connection with all services/commodities provided in connection with this

activity/project. It is the intent of Hinds County that this participation be construed to mean that at least thirty percent (30%) of the services and or commodities provided in this project should be provided by a minority business and that said minority business shall receive at least thirty percent of the compensation paid by Hinds County for the services/commodities rendered in connection with this activity/project.

Those architectural firms/individuals desiring consideration should submit proposals by the time and date stated above and must include the following:

1. Qualifications - List of qualifications of each staff person to be assigned to project noting not less than 30% minority participation.
2. Experience - Information regarding the experience of the firm. This should include similar types of projects undertaken.
3. Capacity for Performance - Identify the title of staff available to provide services.
4. Licensees - Liability insurance relative to service to be performed. Bond insurance to protect the Board against unsatisfactory workmanship on the part of the Contractor, either in terms of craftsmanship or materials

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

Maximum points: 100 points

Qualifications – 30 points;
Experience- 30 points;
Capacity of Performance -20 points;
Licenses- 20 points

Mail or Deliver PROPOSALS TO: Hinds County Board of Supervisors
ATTN: Carmen Y. Davis, County Administrator
316 S. President Street
Jackson, MS 39205-0686

Proposals will be reviewed by a committee using the above selection criteria. A written contract will be awarded to the firm whose proposal is within the competitive range and determined by the committee to be the most advantageous to the County, price and other factors considered. The contract will include scope and extent of work and other essential requirements.

The Hinds County reserves the right to reject any and all proposals.