

DESOTO COUNTY, MISSISSIPPI

REQUEST FOR STATEMENT OF QUALIFICATIONS:
ARCHITECTURAL ENGINEER SERVICES

Architect Services for Master Plan of Star Landing Project

For the Desoto County Board of Supervisors
Hernando, MS



Karen McNeil
Procurement Coordinator

RFQ Due Date: **June 1, 2017**
10:00 a.m.

**REQUEST FOR STATEMENT OF QUALIFICATIONS:
ARCHITECTURAL AND DESIGN SERVICES**

The DeSoto County Board of Supervisors is soliciting qualifications from firms or a qualified professional architectural engineer who has the experience, knowledge, and expertise to aid the County in developing a six (6) year master plan for the development of a 230 acre site. Forty acres of this site is a reclaimed landfill. As the attached map shows, there is also acreage in a flood plain. The primary purpose of this RFQ is to locate an architect or architectural firm that has the ability and experience to provide facility planning services to advise the county on what type facility best suits our long term needs with desired objectives described below. Long range plans will include, but not be limited to, land development, projected future land use, and other facility needs of the County.

Objectives that could be included in the master plan:

1. Farm Program Offices
 - a. Soil and Water offices – 3 employees
 - b. NRCS – 3 employees
 - c. Extension Service (includes Home Economist) – 7 employees
 - d. Conference area
2. Community facility for meetings, events, small conferences, etc.
3. Community recreational ball fields
4. Equestrian arena seating 2500
5. Two (2) open air covered buildings for stalls
6. Occasional setup for fairs and events
7. Farmers Market

The successful proposer should have experience and/or expertise in design of such complex and may make recommendations to accomplish the master plan as efficiently and cost effectively as possible. The plan is indefinite and additional recommendations are encouraged. The size of the project has not been determined. The County will make these decisions while working with the successful architect. The plan should be designed to build the facility over a six year period.

Top ranked professionals or firms will be required to participate in oral interviews with the Desoto County Board of Supervisors.

DeSoto County may make investigations as deemed necessary to determine the ability of the Proposer to perform the work, and the Proposer shall furnish to DeSoto County all such information and data for this purpose.

Proposers must provide information and qualifications on the following:

- A. Principal Architect assigned to the project
- B. Mechanical Engineer or Firm
- C. Electrical Engineer or Firm
- D. Structural Engineer or Firm
- E. Civil Engineer or Firm

Proposers having experience with landfills and/or flood plains are encouraged to submit a description of those particular projects. Proposers must submit a description of their firm: number of employees, roles, and project descriptions of at least three (3) references for who the firm's principal has designed similar or comparable projects. Proposers must provide the following on those specific projects:

- A. Name of Project
- B. Scope of Project
- C. Project Cost including the budget for project
- D. Contact
- E. Address/Phone/E-mail

SCOPE OF SERVICES IF SELECTED:

- A. The design professionals will be required to complete a Schematic Design of the project utilizing the objectives established by the DeSoto County Board of Supervisors.
- B. The selected design team/architect will complete all work necessary to obtain the following Schematic Design Requirements:
 - a. Make certain the layout complies with all federal, state, local, and other regulations such as MDEQ, MEMA, FEMA, etc.
 - b. Confirm that all site restrictions have been met including, but not limited to, setbacks, utilities, ingress and egress, vehicle circulation, landscaping, special planning groups, etc.
 - c. Confirm adequate sizes and workability of primary support spaces including, but not limited to, mechanical rooms, mechanical shafts, utility entries, etc.
 - d. Complete the exterior design of the facility which harmonizes with the surrounding environment.
 - e. Complete the site plans which address the design requirements identified immediately above in item #d.
 - f. Provide a complete Schematic Design Construction Cost Estimate itemized and as detailed as possible through utilizing the design information made available at this phase of the project.
 - g. Identify the cost to operate new facility.
 - h. Prepare a Design/Construction Schedule.
 - i. Other requirements deemed necessary and appropriate by the DeSoto County Board of Supervisors.
- C. A standard AIA C141 Architect/Owner Agreement will be utilized, but negotiated, for contractual purposes between the selected architect and the DeSoto County Board of Supervisors. The County will modify contract to reflect certain items that the County cannot and will not approve. For example, the county will not pay travel expenses for the architect to and from the jobsite or county offices. The County does not pay markups for expenses. The County must approve any additional services, sub-contracts, or testing BEFORE any costs are incurred, and the County will have sole discretion of whether to approve the costs or make other arrangements for the work. The County will make modifications to comply with laws, statutes, and guidelines provided by the State of Mississippi. The architectural, engineering, and construction administration services required in the final contract shall include, but not be limited to the following:
 - a. Obtaining existing site conditions (i.e., topographical survey, property survey, soil conditions, location of present utilities, etc.)
 - b. Design and engineering to include:
 - i. Completion of schematic documents and cost estimates
 - ii. Preparation of design development documents and cost estimates
 - iii. Preparation of construction documents and cost estimates

- iv. Bidding Processes
- v. Pre-bid conferences
- vi. Evaluation of bids and qualifications of bidders
- c. Produce construction documents as necessary to bid and construct project
- d. Presentations
- e. Value engineering during design
- f. Cost estimating during each phase of the design process
- g. Selection of fixtures, equipment and signage
- h. Renderings as required
- i. Permitting
- j. Construction administration
- k. Attend design and construction project progress meetings

Questions concerning this RFQ should be submitted in writing to:

Karen McNeil, Procurement Coordinator
365 Loshier Street, Suite 340
Hernando, MS 38632
Phone: 662-469 8024
Email: KMcNeil@desotocountymississippi.gov

Proposals must be sent to the following address:

Desoto County Procurement Office
365 Loshier Street, Suite 340
Hernando, MS 38632

Deadline for submission is June 1, 2017 at 10:00AM. Any submission received after that date/time will not be considered. The Board of Supervisors reserves the right to reject any or all submissions.

NOTE: No proposer shall, directly or indirectly, engage in any conduct (other than the submission of a proposal or other prescribed submissions and/or presentations before the Board of Supervisors) to influence any employee or elected official of DeSoto County concerning award of a contract as a result of this solicitation. Violation of this prohibition may result in disqualification of the proposer from further participation in the solicitation for services or goods sought herein, or from participation in future DeSoto County contracts.

