REQUEST FOR PROPOSAL TO PROVIDE ARCHITECTURAL SERVICES

This is a Request for Proposal to provide Architectural Services for The City of Pontotoc’s Appalachian Regional Commissionproject for Public Building Renovation.

You are invited to submit a proposal in accordance with this request to City Clerk, City of Pontotoc, 116 N. Main Street, Pontotoc, MS 38863 by Monday, August 31, 2015 @ 12:00 p.m.

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 City, price and other factors considered. The factors to be considered in evaluation of proposals and their relative importance are set forth below.

The Architect shall perform all the necessary architectural services to properly carry out the activities in the project, in accordance with State and Federal prescribed rules, grant guidelines, regulations, policies, and State law. The project includes the following activities:

1. Prepare plans and specifications for project.
2. Construct and distribute bid packets (insuring that all Federal and State

 requirements are met in contract preparation).

1. Conduct pre-bid conference.
2. Verify bidder eligibility with Mississippi State Board of Contractors.
3. Assist in bid opening and prepare bid tabulation.
4. Conduct pre-construction conference with contractor and staff representatives, documenting files with minutes of meeting.
5. Conduct work-in-progress inspections giving periodic reports to the City and review any and all partial payment requests.
6. Conduct final inspection to determine that project has been completed in substantial conformance with the plans and specifications.

The contract will be on a fixed price basis.

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

 1. Qualifications - List of qualifications of each staff person to be assigned to project.

 2. Experience - Information regarding the experience of the firm. This information should include types of project activities undertaken.

 3. Capacity for Performance - Identify the number and title of staff available to be assigned to provide services.

All proposals will be rated on the following system to determine the best offeror: Description and Maximum Points; Qualifications - 40 Experience - 40, Capacity - 20, Total - 100 Points.

Proposals will be reviewed by the selection committee using the above selection criteria. Each member of the committee will assign points to each criteria based on the content of the proposal. Negotiations will be conducted to determine mutually satisfactory contract first with the firm receiving the highest accumulated points, as rated by the committee. If a mutually satisfactory contract cannot be negotiated with the firm, the firm will be requested to submit a best and final offer, in writing; and if a contract cannot be reached after this best and final offer, negotiations will be initiated with the subsequently listed firm in order of rating. This procedure will be continued until a mutually satisfactory contract has been negotiated. In addition to reaching a fair and reasonable price for the required work, the objective of negotiations will be to reach an agreement on the provisions of the proposed contract including scope and extent of work, and other essential requirements.

The City of Pontotoc reserves the right to reject any and all proposals.