

The City of Oxford
Oxford, Mississippi

RFQ - Request for Qualifications

Design of a Downtown Parking Garage for the City of Oxford

The City of Oxford requests that sealed qualification documents be submitted for the **Design of a Downtown Parking Garage for the City of Oxford** to the Office of the City Clerk, 107 Courthouse Square, Oxford, MS 38655 by **2:00 p.m. (CST)** on **March 28, 2017**, to receive consideration. Sealed documents must be marked on the outside of the envelope as follows:

RFQ
Downtown Parking Garage for the City of Oxford
March 28, 2017, 2:00 p.m.

Letters of qualifications will be received by the City of Oxford from design firms interested in providing design services for the project.

The selected Professional Architects, Professional Engineers, or Firms will work with representatives of the City of Oxford and others as may be determined. The selected firm must be a licensed/registered in the State of Mississippi, have an established record of expertise in parking garage design, a familiarity with the size and scope of the project, and demonstrated the ability to respond to an aggressive schedule. The scope of the work is for a 500 space, concrete, parking garage to be built in the historic district of Oxford. The project site is located at the approximate latitude and longitude coordinates of 34°31'06" N, 89°31'09" W. The intended contract will be a single contract between the City of Oxford and the selected Professional Architects, Professional Engineers, or Firms for the complete design of the facility, construction documents, and construction administration. The design fee for the project shall be a "C" percentage fee as determined by the Mississippi Department of Finance & Administration Bureau of Building, Grounds, and Real Property Management and shall include civil design.

The submittal should include, in addition to the letter of interest, two copies of the following:

- 1) An illustrated brochure or prepared submittal demonstrating appropriate, similar experience of the firm and sub-consultants, if proposed;
- 2) Completed Form M54 and M55 as required by the State of Mississippi; and
- 3) Appropriate supporting material.

Full RFQ Packets and explanation can be obtained by contacting the City of Oxford Public Works Department, Mark Levy at (662) 236-1206 or Mlevy@oxfordms.net.

Final applications, including the letters of interest, the standard forms, and the brochures/submittals, must be received no later than the previously stated time and place. Firms selected for final interviews will be notified no later than **April 7, 2017**. Interviews will be held the week of **April 17-21, 2017**.

A meeting will be held for qualified professionals that would like to discuss the project prior to the submission date on **March 13, 2017**, at **1:30 p.m. (CST)** in City Hall at 107 Courthouse Square, Oxford, Mississippi.

Please direct questions to: Mark Levy at Mlevy@oxfordms.net

All documents should be submitted to: Office of the City Clerk, 107 Courthouse Square, Oxford, MS 38655

Publication dates: February 24, 2017; March 3, 2017

/s/George G. Pattersn, Mayor

/s/Ashley Atkinson, City Clerk