

REQUEST FOR QUALIFICATIONS & PROPOSALS



Cleveland School District

Learning is Essential For All

Dr. Otha Belcher Jr.
Superintendent of Schools

PROJECT NAME:

ESSER II funded HVAC Replacement and other projects

Cleveland School District
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Cleveland, Mississippi 38732
PH: 662-843-3529 FAX: 662-579-3090

Contact

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mharrington@cleveland.k12.ms.us

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REQUEST FOR PROPOSAL
ESSER II funded HVAC Replacement and other projects
Cleveland, Mississippi

I. INTRODUCTION

Cleveland School District is seeking Requests for Qualifications and Proposals (RFQ/RFP) for architectural and engineering design services (Bid Documents, Advertisement, and Oversight) related to potential ESSER II funded HVAC Replacement projects and other projects as authorized by the district and approved by the Mississippi Department of Education. The following proposal request will outline the goals and detail the format you should use to submit your proposal. Please read the timeline carefully. In order for your proposal to be considered, your proposal must meet our deadlines included in the timeline under Section 2.02.

SECTION 1.01 LOCATION

Your bid is for potential ESSER II funded HVAC Replacement projects and other projects. This project includes individual school sites in the CSD.

SECTION 1.02 MANAGEMENT

Dr. Otha Belcher, Superintendent and/or Mr. Michael Harrington, Maintenance Director will be managing this project.

SECTION 1.03 CONTACT INFORMATION

Please contact Mr. Michael Harrington or Mrs. Toninette Kennedy for questions about the proposal submission details and/or project details:

Phone: 662-843-3529

Fax: 662-579-3090

E-mail: mharrington@cleveland.k12.ms.us
tkennedy@cleveland.k12.ms.us

The Cleveland School District Board of Trustees reserves the right to accept or reject any part of a bid, any and all bids and waive formalities.

If the agency is closed for any reason, including but not limited to: acts of God, strikes, lockout, riots, acts of war, epidemics, governmental regulations superimposed after the fact, fire, earthquakes, floods, or other natural disaster (the "Force Majeure Events"), which closure prevents the opening of bids at the advertised date and time, all bids received shall be publicly opened and read aloud on the next business day that the agency shall be opened and at the previously advertised time. The new date and time of the bid opening as determined in accordance with this paragraph, shall not be advertised, and all bidders, upon submission of a bid proposal, shall be deemed to have knowledge of and shall have agreed to the provisions of this paragraph. Bids shall be received by the agency until the new date and time of the bid opening as set forth herein. The agency shall not be held responsible for the receipt of any bids for which the delivery was attempted and failed due to the closure of the agency as a result of a Force Majeure Event. Each bidder shall be required to ensure the delivery and receipt of its bid by the agency prior to the new date and time of the bid opening.

SECTION 1.04 PRESENTATIONS

Vendors may be required to make an oral presentation to the Cleveland School District evaluators if clarification of a bid proposal is necessary to make a proper evaluation. A company's original bid proposal cannot be changed in any aspect as a result of an oral presentation. The oral presentation is only intended to provide an opportunity for vendors to clarify specific portions of their proposal. Oral presentations will be arranged at the discretion of the Cleveland School District and will be by invitation only.

II. THE PROPOSAL

SECTION 2.01 MISSION

Cleveland School District seeks potential ESSER II funded HVAC Replacement projects and other projects. This project includes individual school sites in the CSD.

SECTION 2.02 PROPOSAL SPECIFICATIONS

In your submittal, please include the following:

1. Firm background and history.
2. Qualifications, including resumes of team members and any sub-consultants in the area of the projects described above.
3. Examples of experience with relevant and federally funded projects.
4. Certification that your firm or members of your firm have not been disbarred, suspended, or otherwise excluded from or ineligible for participation in federal assistant programs or activities.
5. Reference letters from school districts where you have successfully completed related projects.
6. Architectural and Engineering cost.

Note: the federally funded projects must be completed on or before September 30, 2023.

SECTION 2.03 CONTRACTOR REQUIREMENTS

If selected, the firm will be required to provide proof of insurance, Form W-9 IRS Form, and certify other federal and state requirements upon execution of a contractual agreement.

SECTION 2.04 TIMELINE

In order to complete our mission, we have set the following timetable. This timetable is subject to change by the managers of this project.

| Milestone | Date |
|--------------------------------------|----------------------------|
| Requests for Proposals Advertisement | May 12, 2021 |
| Second Advertisement | May 19, 2021 |
| Deadline for Proposals | May 26, 2021 by 12:00 p.m. |
| Bid Proposals Opened | May 27, 2021 |
| Notification of Award | June 15, 2021 |
| Project Start Date | TBD |
| Project Completion Date | September 30, 2023 |

NOTICE TO PROPOSERS

The Cleveland School District (CSD) is soliciting sealed competitive proposals for the services per the specifications stated elsewhere in this solicitation document. Proposals shall be submitted to <https://www.centralauctionhouse.com/rfpc10581-cleveland-school-district.html> with the offeror's name and address and proposal number (**RFP #2021-2022 – CSD Proposal for ESSER II funded HVAC Replacement and other projects**)

Proposals will be received through the link until 12:00 PM, May 26, 2021. Proposals will be opened as received. Prices will not be read, nor disclosed in any other manner until the award is made.

Faxed and mailed proposals will not be accepted. Proposals must be submitted in sufficient time to be received and time-stamped at the above location on or before the published date and time shown on the RFP. CSD will not be responsible for mail delivered from the post office. Vendors must submit sealed proposals with any material required by this RFP by the time and date specified.

This RFP will not be distributed in paper form. All distributions will be through the link on the District's website.

The RFP contains all necessary information to submit a proposal to the District. Please review it carefully, and if specific questions arise, forward them to the email address listed herein, or fax with an email to confirm receipt.

SCORE SHEET

**Proposals for ESSER II funded HVAC Replacement and other projects.
For Cleveland School District and for each individual school site in CSD.**