

REQUEST FOR QUALIFICATIONS FOR ARCHITECTURAL SERVICES

The City of Pontotoc is soliciting statements of qualifications from licensed and qualified architectural firms to provide professional architectural services for the design and construction of a new public building. This project will have funding from: United States Department of Agriculture / Rural Development (RD) and/or other federal and state funding agencies. You are invited to submit a proposal, in accordance with this request, to The City of Pontotoc no later than 5:00 PM on April 28, 2026 at the Pontotoc City Hall, 116 North Main Street, Pontotoc, MS 38863.

The Architect will be responsible for performing all Architectural services through project closeout in accordance with federal, state, and local laws, regulations, and policies. The scope of work includes but is not limited to the following: schematic design, design development, preparation and distribution of construction documents, cost estimation, bidding assistance, pre-construction conference, and construction administration services including perform construction inspection including periodic reports to the City of Pontotoc and approve all payment requests.

The City of Pontotoc is an Equal Opportunity Employer. The City of Pontotoc encourages Minority owned Business Enterprises (MBEs) and Woman owned Business Enterprises (WBEs) to submit proposals. The City of Pontotoc also encourages Section 3 eligible businesses to submit proposals. Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 17010) requires, to the greatest extent feasible, that The City of Pontotoc and its contractors that participate in the above referenced Program give opportunities for job training and employment to lower income residents of The City of Pontotoc. Section 3 also requires that contracts for work in connection with the Section 3 area be awarded to Section 3 eligible business concerns.

All proposals must be submitted in a sealed envelope and marked with the following language: "Proposal for Architectural Services." Proposals will be evaluated on the following factors: Qualifications, (40 points), Experience (40 points) and Capacity for Performance (20 points). To be evaluated properly, the following must be addressed in detail:

Qualifications – List of qualifications of person to be assigned to project.

Experience – Information regarding the firm's experience and the projects previously undertaken, including the type and amount of grants awarded, the projects activities, and the status of projects.

Capacity for Performance – Identify the number and title of staff assigned to provide services.

The City of Pontotoc will evaluate each proposal. They may hold proposals for a period of not to exceed thirty (30) days for the purpose of reviewing the content of the proposals and investigating the qualifications of the firms and assigned individuals. The City of Pontotoc reserves the right to reject and/or all proposals.

Subject to grant award and the removal of all environmental conditions, The City of Pontotoc will award a contract with the qualified individual or firm whose proposal has the highest number of cumulative points issued by the selection committee and determined to be the most advantageous to The City of Pontotoc, price and other factors considered. The contract will include scope and extent of work and other essential requirements. An individual contract will be executed for the awarded project, and the contract will be on a fixed price basis. The City of Pontotoc has the authority to terminate the selection at any time.

