

REQUEST FOR QUALIFICATIONS FOR ARCHITECTS SERVICES

The Town of Sledge requests proposals from qualified firms or individuals to provide Architectural services for work related to the implementation of FY 2024 USDA project(s). You are invited to submit a proposal, in accordance with this request, to the Office of the Town Clerk, Town of Sledge; 400 Main Street; P O Box 276; Sledge, MS 38670, no later than 12 Noon on August 16, 2024

The Architect will be responsible for preparing project cost estimates for application preparation and if awarded, the selected Architect will provide 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: 1) prepare plans and specifications, 2) distribute bid documents, 3) assist in bid opening and prepare bid tabulation, 4) assist in the execution of construction contracts, 5) hold pre-construction conference, and 6) perform construction inspection including periodic reports to the Town of Sledge and approve all payment requests. A timeline of required activities is available upon request.

The Town of Sledge is an Equal Opportunity Employer. The Town of Sledge encourages Minority-owned Business Enterprises (MBEs) and Woman-owned Business Enterprises (WBEs) to submit proposals.

One (1) original and six (6) copies of the proposals must be submitted in a sealed envelope and marked with the following language: "Proposal for 2024 USDA 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 persons 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 the projects;

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

The Governing Board of the Town of Sledge will meet to evaluate each proposal. The Town of Sledge 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 Town of Sledge reserves the right to reject any and/or all proposals or waive any irregularities. Subject to USDA award(s) and the removal of all environmental conditions, the Town of Sledge will award a contract with the qualified individual or firm whose proposal has the highest number of cumulative points issued by the board and determined to be the most advantageous to the Town of Sledge, 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 each awarded project, and the contract will be on a fixed price basis. The Town of Sledge has the authority to terminate the selection at any time.