

City of Gautier
ADVERTISEMENT - REQUEST FOR QUALIFICATIONS

The City of Gautier (“Owner”) will accept sealed statements of qualifications from qualified firms for architectural/engineering (A/E) professional services in connection with the Shepard State Park Ranger House (“Project”) until 11:00 am, April 3, 2026, at Gautier City Hall, 3330 Highway 90, Gautier, MS 39553 for:

Professional Services for the Shepard State Park Ranger House Reconstruction Project

The selected firm shall provide professional services related to the design, project management, and oversight of selective demolition, reconstruction, site improvements, and educational facility enhancements at the Shepard State Park Ranger (Gray) House.

Information packets will be located at 3330 Highway 90, Gautier, MS 39553, Monday through Friday, 8:00 a.m. to 5:00 p.m. or you can request an electronic copy by reaching out to Brenda Greco at bgreco@gautier-ms.gov.

Firms/individuals should submit a list of their qualifications (capabilities, experience, and past performance), key personnel, ability to accomplish work, local experience, efforts in minority and women’s business, and federal grant project experience. Firms/Individuals must submit the name of the primary contact person and the person within the firm (if applicable) who shall be the Owner’s contact and party primarily responsible for rendering services, if selected.

Any contract awarded under this solicitation may be paid for in whole or in part with grant funding from the Community Project Funding (CPF) through the U.S. Department of Housing and Urban Development.

The City reserves the right to reject any and all proposals, and to waive informalities in proposals, and to select the proposal or proposals that, in the opinion of the City shall be the most qualified.

Minority and women’s business enterprises are solicited to submit a statement of qualifications and are encouraged to make inquiries regarding potential subcontracting opportunities. When subcontracting, all potential firms and contractors must make positive efforts to use small and minority owned business and women business enterprises. See 2. C. F. R. §200.321.

If you have any questions concerning the Request for Qualifications, please call (228) 497-8000.

City of Gautier
REQUEST FOR QUALIFICATIONS INFORMATION PACKET

The City of Gautier (“Owner”) will accept sealed statements of qualifications from qualified firms for architectural/engineering (A/E) professional services in connection with the Shepard State Park Ranger House (“Project”) until 11:00 a.m., April 3, 2026, at Gautier City Hall, 3330 Highway 90, Gautier, MS 39553.

The project is funded by Community Project Funding (CPF), through the U.S. Department of Housing and Urban Development (HUD), as more thoroughly described herein.

The services required for this project are:

The selected firm shall complete services in accordance with applicable State and Federal laws, regulations and procedures. The qualified firm shall provide A/E professional services, including serving as the Owner’s professional representative for the Project, and providing professional consultation and advice. Activities will include services for planning, design, permitting, construction-related services, and coordination necessary for the **selective demolition and reconstruction of the former park ranger house at Shepard State Park**, located at **1034 Graveline Road, Gautier, Mississippi**.

The project includes demolition of most of the existing structure while preserving select historic elements, reconstruction of a multipurpose community facility, exterior improvements, site work including drainage and parking, security upgrades, and installation of permanent, interactive educational features highlighting the flora, fauna, and natural environment of Shepard State Park.

Firms proposing to perform these services should submit a list of their qualifications, experience, and capacity for performance. Firms must submit the name of the person within the firm who will be the Owner’s contact and will be primarily responsible for rendering services if the firm is selected.

Statements of Qualifications must include the following information:

1. Qualifications (Capabilities, Experience, and Past Performance): Each firm or individual will be evaluated on its demonstrated capabilities and experience to provide services to the Owner. Proposers are encouraged to elaborate on their qualifications and performance data or staff pertinent to the proposed project.
2. Key Personnel: Each firm or individual will be evaluated on the experience and education of the key personnel that will be assigned to the Owner’s project.
3. Ability to Accomplish Work: Each firm or individual will be evaluated on its ability to provide services in a timely manner. Items to be considered include number of qualified staff (emphasis on local staffing), supporting technical staff, availability of equipment

and facilities. Registration in the State of Mississippi is considered a requirement in the ability to complete the work.

4. Local Experience: Each firm or individual will be evaluated on its familiarity with the state and local regulations and procedures.
5. Federal Grant Project Experience: The experience of the firm or individual with federal grant programs. The information submitted should, as a minimum, include: (1) type of federal program, (2) the amount of federal funds; and (3) types of project activities undertaken, pertinent to federally-assisted projects.
6. Efforts in Minority and Women's Business: Minority and women's business enterprises are solicited to submit a statement of qualifications and are encouraged to make inquiries regarding potential subcontracting opportunities. When subcontracting, all potential firms and contractors must make positive efforts to use small and minority owned business and women business enterprises. See 2. C. F. R. §200.321.

All statements of qualifications will be rated on the following system to determine the best qualified proposer:

Maximum Points - Description

25 points – Qualifications (Capabilities, Experience, and Past Performance)
20 points - Key Personnel
15 points - Ability to Accomplish Work
15 points - Local Experience
20 points - Federal Grant Project Experience
5 points – Efforts in Minority and Women's Business

Total – 100 points

The Selection Committee will open and review each statement and select a qualified firm or individual with which to negotiate. Six (6) copies of the statement of qualifications should be packaged, sealed, and properly labeled as follows:

NAME OF FIRM OR INDIVIDUAL
STATEMENT OF QUALIFICATIONS
Shepard State Park Ranger House

and delivered or mailed to the address below no later than April 3, 2026, at 11:00 a.m.:

City Hall
3330 Highway 90
Gautier, MS 39553

Firms submitting Statements of Qualifications are solely responsible for meeting submittal deadlines. Statements of Qualifications received after the stated deadline will be deemed non-responsive and will not be considered for any contract awarded as a result of this solicitation.

Statements may be held by the Owner for a period of not to exceed ninety (90) days from the date of opening of statements for the purpose of reviewing the statements and investigating qualifications of the applicants prior to awarding. A contract will be awarded to the qualified firm whose statement of qualifications is determined to be most advantageous to the Owner. The Owner reserves the right to waive any irregularities or informalities in the statement(s) of qualifications submitted, reject any and all statements of qualifications, or terminate the solicitation with no contract awarded.

Warranties

By applying to this RFQ, firms/individuals submitting Statements of Qualifications warrant and represent the following:

1. The firm/individual does not have any unpaid Federal tax liability for which all judicial and administrative remedies have been exhausted.
2. The firm/individual has a valid UEI number and active registration with the General Services Administration's, government-wide System for Award Management Exclusions (SAM exclusions). The SAM Exclusions can be found at <https://www.sam.gov/portal/public/SAM/>.

Statements of Qualifications are being requested in accordance with Item (b)(2) of 2 C. F. R. §200.320 "Methods of procurement."

The Owner is an equal opportunity employer.

Any contract awarded must comply with the Minority Business Enterprise and Women Business Enterprise contracting requirements outlined in "Attachment B" to this solicitation. MBE and/or WBE individuals/firms are encouraged to respond to this solicitation.

ATTACHMENT A: ADVERTISEMENT – REQUEST FOR QUALIFICATIONS

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**ATTACHMENT B: CONTRACTING WITH SMALL AND MINORITY BUSINESSES,
WOMEN'S BUSINESS ENTERPRISES, AND LABOR SURPLUS AREA FIRMS**

Documentation of compliance with the following requirements is a matter of contractor responsibility. When subcontracting, the contractor must submit documentation of good faith efforts to meet the project's MBE/WBE requirements before contracted work can commence. (MBE/WBE requirements are outlined below and can be found at 2 C. F. R. §200.321.) Failure on the part of the contractor to submit proper documentation may cause the Owner not to execute or to terminate the contract.

(a) The prime contractor must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

(b) Affirmative steps must include:

- (1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
- (2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
- (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
- (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises; and,
- (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.

The prime contractor should note that this requirement mandates two responsibilities. Separate solicitations must be made of minority **and** women's business enterprises.

**SUBMITTAL OF MINORITY BUSINESS ENTERPRISE AND
WOMEN'S BUSINESS ENTERPRISE (MBE/WBE) DOCUMENTATION**

Prior to contract execution, the prime contractor must submit:

- A written certification that no subcontracts will be issued.
- OR -
- The Subcontractor Listing Form detailing all subcontractors from whom quotes were received, including name, contact person, address, phone, and status (MBE, WBE, or Non).

If subcontractors will be utilized, the prime contractor must submit the following for subcontracts proposed to be awarded to MBE/WBE enterprises:

- A certification from each MBE and/or WBE firm declaring its status as a MBE or WBE firm. This can be an MDOT, SBA or MDA certification. A self-certification is acceptable, if the certification specifies the basis for MBE/WBE designation (e.g., the business is 51% owned and daily operation is controlled by one or more women or minority owners).

If subcontractors will be utilized, the prime contractor must submit the following for subcontracts proposed to be awarded to Non-MBE/WBE:

- For all subcontracts for which there are capable certified MBE/WBE firms existing to potentially perform the work, letters transmitted to MBE and WBE firms requesting quotes or proposals for specific subcontracting opportunities and encouraging inquiries for further details. Solicitations should have been sent in a timely manner, including allowed response time. (See "Sample Letter from Contractor to MBE/WBE Firms" below.)
- A listing of certified MBE and WBE firms from whom quotes or proposals were received, if any, who were not awarded subcontracts.
- Evidence that each Non-MBE/WBE subcontractor selected for the scope of work, was lower in price than each MBE/WBE proposal (or that there is some other acceptable reason to select the Non-MBE/WBE) and that the scope of work was the same for both the MBE/WBE and Non-MBE/WBE.

The contractor may utilize the following resources to assist in MBE/WBE affirmative outreach:

-MDOT Disadvantaged Business Entity (DBE) Website:

<http://sp.mdot.ms.gov/Civil%20Rights/Pages/DBE.aspx>

-MDA Minority Business Enterprise/Women Business Enterprise (MBE/WBE) Directory:

<https://minority.mississippi.org/MinorityBusinessDirectory.aspx>

Should the Prime Contractor intend to later issue a subcontract, the above affirmative steps must be followed and documentation of such submitted to the Owner for review as described under this section.