City of Biloxi
Public Works Department
Federal Programs
214 A Delauney Street/P. O. Box 429, Biloxi, MS 39533-0429
Ph.: 228-435-6271 Fax: 228-435-6179 Website – www.biloxi.ms.us

January 13, 2016

Mississippi Procurement Technical Assistance Program
Mississippi Development Authority
Minority and Small Business Development
Woolfolk Building, Suite B 01
501 North West Street
Jackson, MS 39201

RECEIVED
JAN 20 2016
MINORITY ... DEVELOPMENT DIVISION

RE: 2015-16 Community Development Block Grant Program
Architect Services

Dear Sir:

The City of Biloxi is requesting proposals from qualified individuals or firms for architectural services.

Enclosed for your copy of the "Request for Statement of Qualifications" for the architectural design services for the City of Biloxi. The City of Biloxi is an equal opportunity employer.

If you have any questions regarding this matter, please do not hesitate to contact me at 228-435-6275.

Sincerely,

Susan Pickich

Susan Pickich

Enclosure

SCANNED
Per:
Date: 1/20/16

REQUEST FOR STATEMENT OF QUALIFICATIONS

CITY OF BILOXI POLICE SUBSTATION

The City of Biloxi is seeking proposals from qualified architects for the Community Development Block Grant Community (CDBG) Program. The city intends to employ a consulting architectural firm to provide design services utilizing Cost plus Fixed Fee, Labor Hour/Unit Price or Lump Sum/Firm Fixed Price contract(s) to provide A&E design services to renovate an existing building at 356 Nichols Drive for a City of Biloxi Police Substation. Work may include but is not limited to parking lot striping to include ADA access; building layout to include new wall locations; an existing and proposed MEP plan; ramp for vehicle ingress/egress into the building. Consultant will be required to provide preliminary design with cost estimates; final design and preparation of construction drawings and specifications for bid; and complete construction inspection services.

Proposals must contain each of the required components:

1) **Qualifications** - Documentation reflecting the qualifications of each person who will be providing the service. **Maximum 40 Points**

2) **Experience** - Documentation regarding the experience of the firm's information regarding the experience of the firm projects during the last five years. This should include types of projects undertaken, including Community Development Block Grant Projects. **Maximum 40 Points**

3) **Capacity for Performance** - Description of the firm's work force including the number and title of staff available to provide requested services. **Maximum 20 Points**

The City of Biloxi is an equal opportunity employer.

Sealed proposals will be received until 10:00AM Wednesday, February 3, 2016. For more information, please contact Susan Pickich at (228) 435-6271. Please forward one (1) original and three (3) copies of the proposal in an envelope marked PROPOSALS FOR CDBG ARCHITECT/POLICE SUBSTATION to: Mayor's Office, 140 Lameuse Street, Biloxi MS 39530 or mail to City of Biloxi, P.O. Box 429, Biloxi, MS 39533.

The City reserves the right to reject any and all proposals and to waive any informality in the proposal accepted.

Published by order of the Municipal Clerk, this the 11th day of January, 2016.

Municipal Clerk

RECEIVED
JAN 20 2016

(SEAL)
SEND PROOF OF PUBLICATION.
Publish Twice: January 14 & 21, 2016.