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MINORITY & SMALL BUSINESS
DEVELOPMENT DIVISION

LEGAL NOTICE
HINDS COUNTY, MISSISSIPPI
REQUEST FOR PROPOSALS

This is a Request for Proposals for qualified firms or individuals to provide Administrative and Engineering/Architect Services for Hinds County's 2015 CDBG Public Facility Grant to make ADA improvements to the Hinds County Raymond Courthouse.

You are invited to submit a proposal, in accordance with this request, to the Hinds County, 316 South President Street OR Post Office Box 686, Jackson, Mississippi 39205-0686, no later than 10:00 a.m. on November 18, 2015.

The contracts will be awarded contingent upon funding to the responsible offerors whose proposal is within the competitive range and determined to be the most advantageous to the County, price and other factors considered. The factors to be considered in evaluation of proposals and their relative importance are set forth below:

ADMINISTRATOR: The Administrator shall prepare all the necessary administrative services to properly carryout all activities in the Community Development Block Grant project through closeout, in accordance with State and HUD prescribed rules, Federal Regulations, policies and State law. The project includes the following activities: Assist the County and its agents in the general program management including accounting, required reports to HUD and the State, implementation of applicable State and Federal laws, regulations, and requirements, establishment and maintenance of filing system; and liaison between the County and the State. The contract will be on a lump sum basis.

ENGINEER/ARCHITECT: The Contractor shall perform all the necessary engineering services to properly carryout the activities in the project in accordance with State and HUD prescribed rules, regulations, policies, and State law. The project includes the following activities:

A. Prepare plans and specifications for project.
B. Construct and distribute bid packets (insuring that all Federal and State requirements are met in contract preparation).
C. Assist in bid opening and prepare bid tabulation.
D. Request contractor eligibility clearance from the State.
E. Send notification of contract award to the State.
F. Conduct pre-construction conference with contractor and staff representatives, documenting files with minutes of meeting.
G. Conduct employee on-site interviews during construction.
H. Conduct work-in-progress inspections giving periodic reports to the County and approving any and all partial payment requests.

The contract will be on a fixed price basis.

SCANNED
Per: CB
Date: 11/4/15

Those desiring consideration should submit proposals by the time and date stated above

and must include the following:

1. Qualifications - List of qualifications of each staff person to be assigned to project.
2. Experience - Information regarding the experience of the firm. This should include types of projects undertaken.
3. Capacity for Performance - Identify the title of staff available to be assigned to provide services.

All proposals will be rated on the following system to determine the best offeror: Description and maximum points: Qualifications - 40; Experience - 40; Capacity - 20; Total 100 points.

Proposals will be reviewed by the selection committee using the above selection criteria. A written contract will be awarded to the firm whose proposal is within the competitive range and determined by the committee to be the most advantageous to the County, price and other factors considered. The contract will include scope and extent of work and other essential requirements.

The Hinds County reserves the right to reject any and all proposals.

This contract is covered under Section 3. Therefore, Section 3 Business Concerns are solicited to respond to this request.