

HISTORIC
Natchez
ON THE MISSISSIPPI



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Department of Planning and Community Development

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PLANNING AND ZONING

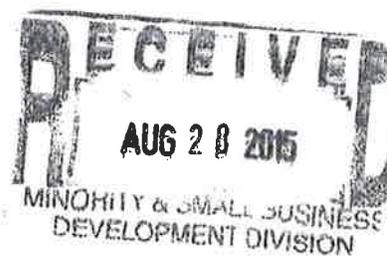
James Johnston
COMMUNITY DEVELOPMENT

To: MS Contract Procurement Center
PO Box 849
Jackson, MS 39205

From: James Johnston *Jas*

Date: August 26, 2015

Re: Request for Proposals – Architectural Services
2015 Small Cities Community Development Block Grant



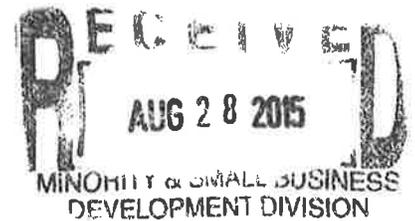
The City of Natchez is soliciting proposals for Architectural Services for its 2015 Small Cities Community Development Block Grant to renovate the Natchez Senior Citizen Multi-Purpose Center. A copy of the "Request for Proposals" is attached for your convenience.

For additional information regarding this project, please contact this office at your earliest convenience.

Enclosure

SCANNED
Per: *JJ*
Date: 8/28/15

REQUEST FOR PROPOSALS TO PROVIDE
ARCHITECTURAL SERVICES



This is a Request for Proposals to provide architectural services to the City of Natchez, Mississippi, for the cities Program Year 2015 Small Cities Community Development Block Grant Public Facilities application. The application, which has been submitted for funding consideration, will be to renovate the Natchez Senior Citizen Multi-Purpose Center, located at 800 Washington Street in Natchez. You are invited to submit a proposal, in accordance with this request, to the City of Natchez, Office of the City Clerk, PO Box 1185, Natchez, MS 39120, no later than 10:00 A. M. local time on September 15, 2015. At that time, proposals will be opened, recorded, and taken under advisement to be evaluated and scored by a committee established by the mayor and board of alderman, with a recommendation being made to the full board. The proposal receiving the highest cumulative score will be selected to provide the desired architectural services.

The contract will be awarded to the responsible firm or individual whose proposal is written within a competitive range and determined to be the most advantageous to the City of Natchez, all factors considered. The successful qualified firm or individual shall perform all necessary architectural services to properly carry out the activities in the project in accordance with all applicable state and federal law(s). The project includes the following activities:

- A. Prepare plans and specifications for the project;
- B. Construct and distribute bid packets (ensuring that all Federal and State requirements are met in contract preparation);
- C. Assist in bid opening and prepare bid tabulation;
- D. Assist in conducting pre-construction conference with contractor and staff representatives.
- E. Conduct work in progress inspections giving periodic reports to the mayor and board of alderman and staff, reviewing and approving any and all partial payment requests from the contracting firm.
- F. Project close-out.
- G. Assist in other activities as necessary to ensure successful completion of project.

The contract will be on a fixed price basis. 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 the project.

2. Experience - Information regarding the experience of the firm. Information shall include types of project activities undertaken.

3. Capacity for Performance - Identify the numbers and titles of staff available to be assigned to provide services.

4. Proposed Work Schedule - Schedule for accomplishing each phase of the project.

All proposals will be rated on the following system to determine the best offeror: Description and Maximum Points: Qualifications - 25, Experience - 25, Capacity - 25, Proposed Work Schedule - 25. Total points equal 100.

Cost is not a factor in the selection process and should not be a part of the proposal. Cost will be negotiated with the firm or individual receiving the highest rating according to the stated criteria.

This project is partially funded by the HUD Small Cities Community Development Block Grant Program and is a Section 3 covered activity as defined by the Department of Housing & Urban Development Act of 1968 (12 U.S.C. 1701u) (Section 3). Contractors and subcontractors are encouraged to provide to the greatest extent feasible, training, employment and contracting opportunities generated by the expenditure of this assistance to low-and very low-income persons and business concerns owned by low-and very-low income persons or which employ low-and very low-income persons.

ALL proposals should be marked clearly as being "Proposals for Architectural Services - CDBG PF". All questions pertaining to this project should be directed to Mr. James Johnston, Dept. of Planning & Community Development, 601.445.7518.

The City of Natchez does not discriminate on the basis of color, race, religion, sex, age or national origin and reserves the right to reject any and all proposals.