

Leake County Board of Supervisors
Leake County Economic Development District
Workforce Development Center

Request for Qualifications

Issued: Monday December 16, 2024

Due Date: January 16, 2025, by 10:00 a.m.

Client Information:

Leake County Board of Supervisors
Post Office Box 595
Carthage, MS 39051
(601) 416-5192

Project Summary:

Leake County Board of Supervisors has been awarded \$12,000,000.00 from the Mississippi State Legislature to construct a workforce development center. East Central Community College will operate the site and provide workforce training.

The selected architect will be required to perform the architectural and engineering services, which will be specified fully in a contract agreement and negotiated after selection.

Scope of Work:

1. Site and Building Design and Layout that include:
 - a. Drawing base plans
 - b. Develop construction documents
 - c. Develop bid packages
2. Program meetings. The architect will work with the owner to collect complete information regarding the desired size, function, and aesthetics of the new space.
3. Engineering. The architect will be required to retain and be responsible for all engineering disciplines, subject to LCBOS approval, such as mechanical, electrical, plumbing, fire protection, civil engineering, and structural engineering as customary for the scope of work negotiated.
4. This project and contract may include phases of development to better manage the project and control the costs.

Selection Process:

Upon receipt and review of proposals, the LCBOS anticipates that it will select a "short list" of highly qualified respondents. Those firms will likely be interviewed prior to a final selection. However, the LCBOS maintains the right to make a selection based solely on statements of qualifications received.

Should interviews be desired, the LCBOS will notify selected firms of the date and time.

The services provided by an architect are professional services. The selection of an architect for professional services is made at the discretion of the Leake County Board of Supervisors.

Evaluation Criteria:

The criteria employed to evaluate this RFQ will include, but not be limited to the following items:

1. The Firm
 - a. Resources: Demonstrates production capacity and engineering resources.
 - b. Project Team: Identify each team member, the role they will play, and their experience.
 - c. Deliverables: A history of producing reliable, accurate, and constructible construction documents within an agreed-upon budget and timeframe.
 - d. Articulates a good understanding of the project and scope of work.
2. Experience with similar projects in the last 5 years.
3. References: Please include a minimum of three references, preferably for projects of a similar scope to this one.

Submissions:

Architects interested in submitting an RFQ should submit (7) hard copies and a .pdf copy to:

Jimmy Brown, County Administrator – Leake County Board of Supervisors
Courthouse 2nd Floor Boardroom or mail to:
Post Office Box 595
Carthage, MS 39051

All RFQ's must be received no later than 10:00 a.m. January 15, 2025