

## REQUEST FOR QUALIFICATIONS FOR ENGINEER/ARCHITECTING SERVICES

The Quitman County Board of Supervisors requests proposals from qualified firms or individuals to provide Engineer/Architect services for work related to the implementation of approved HUD FY2024 Economic Development-Community Project Funding. You are invited to submit a proposal, in accordance with this request, to the Office of the Quitman County Administrator, 220 Chestnut Street; Marks, MS 38646-1203, no later than 9:00 a.m. January 21, 2025.

The Engineer/Architect will be responsible for preparing project cost estimates for application preparation and if awarded, the selected Engineer/Architect will provide all Engineer/Architect services through project closeout in accordance with federal, state and local laws, regulations and policies. The scope of work includes but is not limited to the following: 1) prepare plans and specifications, 2) distribute bid documents, 3) assist in bid opening and prepare bid tabulation, 4) assist in the execution of construction contracts, 5) hold pre-construction conference, and 6) perform construction inspection including periodic reports and approve all payment requests.

Quitman County is an Equal Opportunity Employer. Quitman County encourages Minority-owned Business Enterprises (MBEs) and Woman-owned Business Enterprises (WBEs) to submit proposals. Quitman County also encourages Section 3 eligible businesses to submit proposals. Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 17010) requires, to the greatest extent feasible, that Quitman County and its contractors that participate in the above referenced Program give opportunities for job training and employment to lower incomes residents of Quitman County. Section 3 also requires that contracts for work in connection with the Section 3 area be awarded to Section 3 eligible business concerns.

One (1) original and six (6) copies of the proposals must be submitted in a sealed envelope and marked with the following language: "Proposal for HUD Engineer/Architect Services." Proposals will be evaluated on the following factors: Qualifications (40 points), Experience (40 points) and Capacity for Performance (20 points). To be evaluated properly, the following must be addressed in detail:

Qualifications – List of qualifications of persons to be assigned to project;

Experience – Information regarding the firm's experience and the projects previously undertaken, including the type and amount of grants awarded, the projects activities, and the status of the projects;

Capacity for Performance – Identify the number and title of staff assigned to provide services.

The Quitman County Board of Supervisors will meet to evaluate each proposal. Quitman County may hold proposals for a period of not to exceed thirty (30) days for the purpose of reviewing the content of the proposals and investigating the qualifications of the firms and assigned individuals. Quitman County reserves the right to reject any and/or all proposals.

Subject to HUD award(s) and the removal of all environmental conditions, Quitman County will award a contract with the qualified individual or firm whose proposal has the highest number of cumulative points issued by the board and determined to be the most advantageous to Quitman County, price and other factors considered. The contract will include scope and extent of work and other essential requirements. An individual contract will be executed for each awarded project, and the contract will be on a fixed price basis. The Quitman County Board of Supervisors has the authority to terminate the selection at any time.