

MISSISSIPPI ACHIEVEMENT SCHOOL DISTRICT – HUMPHREYS REGION
REQUEST FOR QUALIFICATIONS FOR ARCHITECTURAL/ENGINEERING SERVICES

Humphreys County School District is requesting proposals from qualified firms or individuals to provide Architectural/Engineering Services for work related to the implementation of approved FY 2021 ESSER II Fund CFDA 84.425 Projects and district funded projects. You are invited to submit one original proposal and 6 copies, in accordance with this request, to Dr. Deanne Austin, Office of Federal Programs, 401 Fourth Street; P O Box 678; Humphreys County School District 39038 no later than 1 p.m. on April 14, 2021. Questions concerning the solicitation should be sent to: daustin@masd.k12.ms.us. The deadline for submitting written questions by email is Wednesday, April 5, 2021 at 5:00 p.m.

The Architectural/Engineering firm or individual will be responsible for preparing project cost estimates for application preparation and if awarded, the selected Architectural/Engineering firm or individual will provide all Architectural/Engineering services through project closeout in accordance with federal, state and local laws, regulations and policies related to HVAC and Roofing Repairs/Upgrades, Interior Repairs, and Energy Efficient Lighting. 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 to the district and approve all payment requests.

Humphreys County School District is an Equal Opportunity Employer. Humphreys County School District encourages Minority-owned Business Enterprises (MBEs) and Woman-owned Business Enterprises (WBEs) to submit proposals. Humphreys County School District also encourages Section 3 eligible businesses to submit proposals. All parties submitting proposals must have an active registration in the System for Award Management (SAM).

All proposals must be submitted consisting of 1 original and 6 copies, in a sealed envelope and marked with the following language: "Proposal for CFDA Architectural/Engineering 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.

Humphreys County School District will designate a selection committee to evaluate each proposal. The selection committee 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. Humphreys County School District reserves the right to reject all proposals.

Subject to CFDA award(s) and the removal of all environmental conditions, Humphreys County School District will award a contract with the qualified individual or firm whose proposal has the highest number of cumulative points issued by the selection committee and determined to be the most advantageous to the district, 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. Humphreys County School District has the authority to terminate the selection at any time.