NOTICE TO BIDDERS

The Corinth School District will receive **Statements of Qualifications (SOQ)** for **Architectural/Engineering (A/E) Services for Football Stadium Field Returf Project** in the following manner:

Statements of Qualifications from prospective firms will be accepted until **2:00 p.m. on January 16, 2026**, at the Corinth School District Central Office, **1204 North Harper Road, Corinth, Mississippi** or by electronic submission to **bid@corinth.k12.ms.us**.

PROJECT INFORMATION

Statement for Qualifications (SOQ)

Architectural/Engineering Services for Football Stadium Field Returf Project
Corinth School District

The Corinth School District (CSD) is soliciting Statements of Qualifications from qualified Architectural/Engineering firms to provide professional services for the **Football Stadium Field Returf Project**.

SCOPE OF SERVICES

Services are anticipated to include, but are not limited to, the following:

a. Visit, review, and evaluate existing site conditions and project requirements.
b. Assist the District in planning a project timeline and implementation strategy.
c. Meet with District representatives to establish project objectives and develop a project schedule, including bid process milestones.
d. Develop design drawings and technical specifications as required.
e. Prepare bid documents and assist with advertising, bid opening, and contractor selection.
f. Provide construction administration services, including review and processing of pay applications and change orders.
g. Ensure compliance with all applicable local, state, and federal requirements throughout the project.
h. Assist the District in identifying applicable synthetic turf system manufacturer warranties, performance standards, and maintenance requirements, and incorporate appropriate industry-standard warranty provisions into the construction documents consistent with manufacturer recommendations and recognized industry standards.

Work is anticipated to begin following approval by the Corinth School District Board of Trustees and issuance of a purchase order.

SUBMISSION DEADLINE AND PROCEDURE

Any proposal received after the stated deadline will be considered late and will not be evaluated.

Proposal Identification

Each proposal must be clearly identified as follows:

CORINTH SCHOOL DISTRICT
STATEMENT OF QUALIFICATIONS (RFQ)
Architectural/Engineering Services for Football Stadium Field Returf Project
[PROPOSER'S NAME]
[PROPOSER'S ADDRESS]
[PROPOSER'S TELEPHONE NUMBER]

Delivery Address

Misty Whittemore
School Business Administrator
Corinth School District
1204 North Harper Road
Corinth, Mississippi 38834

Proposals may also be emailed to **bid@corinth.k12.ms.us**.
Email subject line must include: **"SOQ– Architectural/Engineering Services."**

PRE-SUBMISSION MEETING

No pre-submission meeting is required for this Statement of Qualifications.

QUESTIONS

Prospective proposers will have an opportunity to submit questions regarding this SOQ. Any questions related to the scope of work should be emailed to bid@corinth.k12.ms.us.

SUBMISSION FORMAT AND CONTENT

Submissions should be complete, concise, and well organized. Each Statement of Qualifications must include:

1. Cover letter signed by an authorized representative
2. Firm information and background
3. Service pricing structure
4. Project team and organizational structure
5. Relevant project experience and firm references
6. Proof of firm licensure and a valid Mississippi Certificate of Responsibility, which must be provided prior to contract execution
7. Proof of insurance
8. Firm's W-9 IRS Form
9. Tentative project approach and schedule
10. Demonstrated experience designing and administering projects involving synthetic turf systems, including familiarity with manufacturer warranties, performance criteria, and post-installation warranty coordination
11. Any additional information bidder wishes to be considered

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LEGAL AND REGULATORY COMPLIANCE

All services shall comply with applicable laws and regulations.

EVALUATION AND AWARD

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The Corinth School District will evaluate Statements of Qualifications based on demonstrated competence, experience, and professional qualifications. The following criteria will be taken into consideration when evaluating submitted proposals:

1. Firm Qualifications and Experience

- **Background and History:** The vendor's background, history, and financial stability.
- **K-12 Experience:** Documentation of prior involvement or experience with similar projects for school districts or other governmental entities.
- **Synthetic Turf Expertise:** Demonstrated experience designing projects involving synthetic turf systems, including knowledge of manufacturer warranty requirements, performance standards, lifecycle considerations, and post-installation warranty coordination.

2. Personnel and Team Structure

- **Team Qualifications:** Qualifications and resumes of specific team members assigned to this project.
- **Sub-Consultants:** Qualifications of any sub-consultants who will be utilized for the project.
- **Staffing Capacity:** Availability of a sufficient number of staff with the requisite skills to perform the job during all project stages.

3. Project Management and Reliability

- **Project Plan:** Quality and clarity of the proposed project management plan.
- **Track Record:** Documented record of reliability, including on-time and on-budget project implementation and completion.

4. Legal and Regulatory Compliance

- **Federal & State Compliance:** Certification that the firm and its members are not disbarred, suspended, or ineligible for federal assistance programs.
- **Regulatory Knowledge:** Knowledge of and adherence to all ADA requirements, Davis-Bacon and Related Acts (DBRA), and applicable state and federal purchasing regulations.
- **Insurance:** Proof of insurance, submission of W-9 IRS Form, and certification of other requirements upon contract execution.

5. Fee Structure

- **Cost Competitiveness:** Comparable fee schedule relative to typical professional fees and other submitted proposals.

6. District Preferences In addition to the criteria above, the District may apply the following preferences during evaluation:

- **Geographic Preference:** Preference may be given to engineering/architectural firms and associated consultants located within a 150-mile radius of the District's boundaries.
- **Prior Relationship:** Preference will be given to firms that have previous successful experience working with the Corinth School District.

Evaluation Procedure Following the evaluation of proposals, the District may conduct interviews and request additional information. The District reserves the right to waive any informalities, reject any or all proposals, and act in the best interest of the District. Final contract award is subject to approval by the Corinth School District Board of Trustees.

The issuance of this SOQ does not obligate the Corinth School District to award a contract or to pay any costs incurred in the preparation of a response.

John Barnett
Superintendent
Corinth School District