

NOTICE TO PROFESSIONALS

The Mayor and Aldermen of the City of Vicksburg will accept STATEMENTS OF QUALIFICATIONS for the following:

“Innovation and Tech Transfer Center Parking Area Project Design and Construction Administration Services”

All Statements of Qualifications must be received by the City Clerk’s Office at City Hall, 1401 Walnut Street, Vicksburg, MS 39180 prior to 9:00 a.m. CST on _____. They will be publicly opened and read aloud by the Mayor and Aldermen of the City of Vicksburg in a regular Board Meeting at 10:00 a.m. CST on _____. Interested professional architectural and engineering firms or individuals are cautioned that the City Clerk does not receive the daily U.S. Mail on or before 9:00 a.m. Envelopes will be time-stamped upon receipt according to the City Clerk’s time clock. Statements of Qualifications must be submitted in a sealed envelope and plainly marked: **REQUEST FOR QUALIFICATIONS-INNOVATION AND TECH TRANSFER CENTER PARKING AREA PROJECT DESIGN AND CONSTRUCTION ADMINISTRATION SERVICES.** To obtain an RFQ packet pertaining to this solicitation, contact the City Clerk’s Office at the address listed above or call (601)634-4553.

The Mayor and Aldermen of the City of Vicksburg reserve the right to reject any/all proposals and waive any informality. The City of Vicksburg is an equal opportunity employer. Minority Business Enterprises (MBEs) and Women Business Enterprises (WBEs) are encouraged to submit.

This basic transportation infrastructure project is funded by a States’ Economic Development Assistance Program grant from the Delta Regional Authority and local and private funds.

NOTE: SELECTED PROFESSIONAL ARCHITECTURAL AND ENGINEERING FIRMS OR INDIVIDUALS WILL BE PROHIBITED FROM BIDDING ON THE CONSTRUCTION PHASE OF THIS PROJECT.

For

/s/George Flaggs, Jr., Mayor

/s/Walter Osborne, City Clerk

PUBLISH: *The Vicksburg Post*, Legal Section
Monday, _____

Introduction

The project is funded through a States' Economic Development Assistance Program grant from the Delta Regional Authority and by local and private funds. The parking area to be developed will support the Vicksburg Convention Center and a 51,000 sq. ft. privately owned commercial building (formerly Mississippi Hardware Building) located at 1622 Washington Street. The parking area must meet the Historic Vicksburg Design Review Guidelines and the parking space requirements set forth in the City of Vicksburg's Zoning Ordinance, and final approval by the Mayor and Aldermen of the City of Vicksburg and the Delta Regional Authority.

Scope of Work

The intent of this REQUEST FOR STATEMENTS OF QUALIFICATIONS is to obtain a qualified architectural/engineering professional or firm experienced in parking lot design and construction, hereinafter referred to as "Consultant" to provide professional design and construction administration services for a parking area that will support a new Innovation and Tech Transfer Center that will be developed in the Mississippi Hardware Building located at 1622 Washington Street and that will also provide additional parking for the Vicksburg Convention Center. The qualified candidate will have previous experience in parking lot design and construction and with Federal contract compliance.

Architect/Engineer Basic Services

- Schematic Design
- Design Development
- Construction Documents
- Bidding
- Construction Administration

Project Tasks Shall Include:

- Meet with City officials to determine specific project goals, needs, expectations and limitations;
- Survey of project area by registered surveyor;
- Determine the necessary site development requirements, including but not limited to geotechnical and floodplain or drainage analysis;
- Develop a thorough and complete project schedule;
- Design Development Plan for Review;
- Develop a complete project estimate to include all required services, costs, and contingencies to assure budget compliance; and
- Develop a complete set of construction bid documents, specifications and contracts for the project that meet all applicable local code requirements and Federal/State regulations.

Architect/Engineer Services during Construction

- During construction, the Consultant will make periodic visits to the site to assist in the interpretation of the construction documents;
- Assist the City with value engineering throughout the project;
- Consultant will make scheduled inspections of the project site with a City of Vicksburg official and take any necessary actions to assure compliance with design specifications;
- Review and approve certifications for payments as provided in the construction contract;
- Review and approve contractors' shop drawings with a copy of each to the Owner at same time as contractor;
- Participate in a pre-final and final inspection and prepare a list of defects and omissions with subsequent inspections as required to verify completion of said defects and omissions;
- Review and deliver "as-built" documents via hard copy and electronic media;
- At the completion of the construction, the Consultant will review the completed work to ensure all requirements of the construction contract have been met. Sign final certification of completion, including certification of consulting or other documents as required by City of Vicksburg; and
- Complete inspection pertaining to one year warranty by contractor.

Evaluation of Submittals

All submitted Statements of Qualifications will be evaluated by the City of Vicksburg's project selection committee. Submittals will be evaluated on the basis of evaluation criteria noted herein. The Selection Committee may make a short list of prospective Consultants for further review. This review may include a short presentation. The Consultant selected for the award will be chosen on the basis of the apparent greatest benefit to the City of Vicksburg. Additional consideration will be given to individuals and firms with offices located within 100 miles of the project site.

Indemnification

The Consultant agrees to indemnify and hold harmless the City of Vicksburg, and its officers and its employees from and against all liability, claims, demands, and expenses, including court costs and attorney fees, on account of any injury, loss, or damage, which may arise out of or are in any manner connected with the work to be performed, if such injury, loss or damage is caused in whole or in part by, or is claimed to be caused in whole or in part by, the negligent act or omission, error, professional error, mistake, accident, or other fault of the Consultant, subcontractor of the Consultant, or an officer, employee, or agent of the Consultant.

Statements of Qualifications Elements and Format

Statements of Qualifications submitted shall contain all information as requested herein and any additional information necessary to summarize the overall benefit of the submittal to the City of Vicksburg.

Submittals shall contain the following:

- Completed submittal form stating the name, address, telephone number of the proposing Consultant and must bear the signature having the authority to make the submittal for the Consultant and bind the Consultant in a formal contract with the City of Vicksburg;
- A list of at least 3 regional references in the past 5 years in which the Consultant has provided architectural/engineering services for parking lots capable of accommodating at least 150 vehicles. Include client names, addresses, telephone numbers, email addresses, and photographs, and examples of completed parking lots. The City of Vicksburg reserves the right to contact any of the individuals listed;
- Any other information deemed necessary by the proposing Consultant;
- Please provide 5 copies of the submittal;
- Proof of License in State of Mississippi; and
- Proof of Liability Insurance.

Conditions of Statements of Qualifications Submittal

All proposing Consultants shall comply with all conditions, requirements, and specifications contained herein; any departure will constitute sufficient cause for rejection of the submittal. The Statement of Qualifications must be signed by a duly authorized official of the proposing Consultant.

No submittal will be accepted from any Consultant that is in arrears for any obligation to the City, or that otherwise be deemed irresponsible or unresponsive by the City. Only one submittal will be accepted from any Consultant.

The City of Vicksburg, MS reserves the right to reject any and all submittals or any part thereof. The right is reserved to waive any formalities or informalities contained in any submittal, and to award the submittal to the most responsive and responsible proposing consultant as deemed in the best interest of the City of Vicksburg. The City of Vicksburg will not return Statements of Qualifications, or other information supplied to the City, to proposing consultants.

General Requirements of Successful Proposing Consultant

Professional services or creative work, including consultation, evaluation, planning, design, surveying, etc., must be performed by a registered professional licensed to practice in the State of Mississippi.

The successful proposing Consultant shall be prohibited from assigning or subcontracting the whole or any part of the contract without the prior written consent of the City of Vicksburg. The successful proposing Consultant and its employees will operate as an independent contractor and will not be considered employees of the City of Vicksburg.

Inquiries and Corrections

All inquiries relating to this request shall be addressed to:

**City of Vicksburg
Post Office Box 150
Vicksburg, MS 39181**

**Attn: Jeff Richardson, Public Works, or via email at
jeffr@vicksburg.org**

Any changes made to the RFQ will be made by written addendum to each proposing Consultant and shall become part of the request of any contract awarded. It shall be the responsibility of each proposing Consultant to verify that every addendum has been received prior to submitting Statements of Qualifications.

Late and Electronic Submittals

Late submittals will not be accepted under any circumstance and any submittal so received shall be returned to the proposing Consultant unopened. Statements of Qualifications submitted via fax or email will not be accepted. Proposing Consultants will be expected to allow adequate time for delivery of proposals. Sole responsibility rests with the proposing Consultant to see that their submittal is received on time.

STATEMENT OF QUALIFICATIONS FORM

Innovation and Tech Transfer Center Parking Area Project

Note: Once completed, place this form (or an exact duplicate thereof) at the front of the Submittal:

DATE: _____

TO: CITY CLERK'S OFFICE, CITY HALL
1401 WALNUT STREET
VICKSBURG, MS 39180

Submittal of this Statement of Qualifications shall be taken as *prima facie* evidence that the Consultant has full knowledge of the scope, nature, quality, and quantity of the work to be performed, and the detailed requirements and conditions under which the work is to be performed.

The undersigned Consultant proposes and agrees, if this submittal is accepted, to enter into a Design and Construction Administration Contract with the City of Vicksburg to perform and furnish all work as indicated in the Request for Statements of Qualifications.

In submitting this Statement of Qualifications, it is understood that the right is reserved by the City of Vicksburg to accept or reject any or all submittals and to waive any informalities.

The names of all persons interested in the foregoing submittal as principals are:
(IMPORTANT NOTICE: If Consultant is a corporation or limited liability company, give legal name of corporation, state where incorporated, and names of president and secretary; if a partnership, give names of all individual co-partners composing the firm; if Consultant is an individual, give first and last name in full.)

SIGNED BY: _____

NAME OF CONSULTANT: _____

ADDRESS: _____

CITY AND STATE: _____

TELEPHONE: _____

MS REGISTERED LICENSE/CERTIFICATION NO: _____