

REQUEST FOR STATEMENTS OF QUALIFICATIONS
OLD FIRE STATION

The City of Jackson intends to employ an Architectural/Engineering (A/E) consulting firm for the rehabilitation of the Old Fire Station (present location 201 South President Street.). Statement of Qualifications will be accepted by the City Clerk of the City of Jackson, Mississippi, until 3:30 p.m., Tuesday April 2, 2023. The proposed contract will include complete Architectural/Engineering services for renovation, including, scope of work and bidding, engineering work, construction management, and other services as it relates to the design and renovation of this historical landmark.

Any inquiries, requests for an interpretation or comments regarding the RFQ must be submitted by email no later than 3:30 p.m., Central Standard Time, April 2nd 2023. Questions and comments will not be responded to over the telephone. Responses to inquiries and comments will be emailed to all solicitors after receipt of said questions or request for an interpretation or comments by the City by April 2nd 2023. Proposers shall rely only on written addenda provided by the City in submitting proposals.

Inquiries shall be directed to:
Chloe Dotson Director of City Planning
Department of Planning and Development
Telephone: (601) 960-1172
Email: cdotson@jacksonms.gov

Architectural/Engineering (A/E) firms interested in providing these services may so indicate by furnishing the City of Jackson **six (6) copies** of a Statement of Qualification, which should consist of the following:

1. A cover letter specifying the complete project name, **OLD FIRE STATION: 201 PRESIDENT STREET**, the name of the project manager, and the location and address of the office to be assigned the majority of the work.
2. A resume for each principal member, the project manager, and employee(s) of the firm anticipated to be assigned to the project including consulting engineers. Also, provide an organizational chart and list each person's experience and qualifications, including proof that the Project Manager is licensed as a Mississippi Professional Architect/Engineer and that the firm has met state licensure and certification requirements. Include a business recovery plan in the event of a disaster.
3. Knowledge of CDBG procurement processes, Section 3 requirements, certified payroll, Davis-Bacon Act; and other reporting requirements of CDBG funded projects.
4. A description of similar type work completed during the past five (5) years which qualifies the consultant for this work; the cost and schedule & completion (or actual completion) of this work with project owners reference contact information.
5. In addition to the information requested above complete Part II of the Standard Form (SF) 330, Architect-Engineer Qualifications. This Form can be obtained at (<http://www.gsa.gov/portal/forms/download/116486>).
6. EBO Plan

The City will evaluate the Statements of Qualification based on the following factors listed in their relative order of importance:

1. Experience of the firm in performing specific services and experience in preparing architectural/engineering design and construction projects funded by Community Development Block Grant (CDBG).
2. Qualifications and experience of staff and consultants to be assigned to the project based on requested scope of services.
3. Size of the firm's professional and technical staff with respect to the services required.
4. Resume of the firm's current and completed projects of a similar nature.
5. Local presence of the firm within the Jackson Metro Area.
6. Equal Business Opportunity participation plan submitted with the Statement of Qualification package.

The City reserves the right to select one (1) consultant or select a short list of consultants from whom more information will be required. The City reserves the right to reject any and all Statements of Qualification, discontinue Contract execution, and/or request additional information with any party at any time prior to final Contract execution. For any Statement of Qualification questions, contact Chloe Dotson. at 601-960-1172, cdotson@city.jackson.ms.us.

The City of Jackson is committed to the principle of non-discrimination in public contracting. It is the policy of the City of Jackson to promote full and equal business opportunity for all persons doing business with the City. As a pre-condition to selection, each proposer shall submit a completed and signed Equal Business Opportunity (EBO) Plan with the proposal submission, in accordance with the provisions of the City of Jackson's Equal Business Opportunity (EBO) Executive Order. Failure to comply with the City's Executive Order shall disqualify a proposer from being awarded an eligible contract. For more information on the City of Jackson's Equal Business Opportunity Program, please contact the Division of Equal Business Opportunity at 601-960-1856. Copies of the City of Jackson's Executive Order, EBO Plan Applications, and a copy of the program are available at the following location: 200 South President Street, Room 223, Jackson, Mississippi; or can be accessed on City of Jackson's Equal Business Opportunity webpage.

The City of Jackson hereby notifies all proposers that in compliance with Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000d to 2000d-4, that all proposers will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex, in consideration for an award.

The City of Jackson, Mississippi is committed to cultivating and ensuring the quality of life of its citizens, through various programs, employment, initiatives, and assistance. The City of Jackson encourages all persons, corporations, and/or entities doing business within the City of Jackson, as well as those who seek to contract with the City of Jackson on various projects and/or conduct business in Jackson to assist the City of Jackson in achieving its goal by strongly considering city of Jackson residents for employment opportunities.