

**DABBS STREET ARCHITECTURAL SERVICES**  
**REQUEST FOR PROPOSALS**  
*Table of Contents*

**SECTION**

***I. CONDITIONS AND STIPULATIONS***

***II. SCOPE OF SERVICES***

***III. PROPOSAL DEVELOPMENT***

***IV. PROPOSAL EVALUATION***

***V. SUBMISSION OF PROPOSALS***

**Attachment 1**

Understanding of RFP Procedures, Terms and Conditions

**Attachment 2**

Existing Floor Plan

**Attachment 3**

Conceptual Floor Plan

## **I: CONDITIONS AND STIPULATIONS**

The City of Hattiesburg is seeking proposals from qualified architect/engineering firms to design and plan for the renovation of a city-owned facility and adjoining property (former church) into a multi-purposed community center based on floorplans already drafted, to prepare specifications for bidding, and to oversee all elements of construction administration.

As this project is being undertaken with Community Development Block Grant (CDBG) funding from the U.S. Department of Housing & Urban Development (HUD), the successful responder shall be responsible for ensuring compliance with all required federal provisions.

This Request for Proposal (RFP) describes the elements requested for inclusion in the proposal.

Proposals will include estimates of starting and completion timelines for major phases of the project.

Under the provisions of the Freedom of Information Act, all proposals, after opening, will become public information. Unless a specific note is made to the contrary in your proposal or a subsequent contract, we will assume that your proposal conforms to the City of Hattiesburg's specifications and an award to you will bind you to comply fully with all of the following General Conditions and Stipulations.

## **II: SCOPE OF SERVICES**

The City of Hattiesburg is seeking proposals from qualified architect/engineering firms to design and plan for the renovation of a city-owned facility and adjoining property (former church) into a multi-purposed community center based on floorplans already drafted, to prepare specifications for bidding, and to oversee all elements of construction administration.

Scope of services are to include as a minimum those basic services found in the American Institute of Architects standard form documents B108, B101 or similar as well as additional services that relate to the design and construction of exterior features for parking, pedestrian access, and landscaping. In administering the construction phase, services shall include compliance with all federal clauses, which include but are not limited to Department of Labor and wage rate oversight and HUD Section 3.

The project site is 1102 Dabbs Street in Hattiesburg, including two adjacent vacant lots that are to be designed for parking and access. The City has identified a preferred floor plan and layout for the future uses of the space. While that plan is subject to change based on interaction with the selected respondent, it can be used for the purpose of understanding the intended purpose(s) of the facility. Available with this RFP is the preferred layout as well as a basic layout of the building as it currently exists.

### **Document accessibility and ownership:**

All documents printed or electronically produced as part of this project shall be the property of the City of Hattiesburg. The City of Hattiesburg shall remain free to copy and edit any and all documents and presentation materials, electronic or otherwise.

### III: PROPOSAL DEVELOPMENT

#### **Required Contents of Proposal**

The detailed requirements set forth in the **Proposal Format** are mandatory. Failure by any firm(s) to respond to a specific requirement may result in disqualification. The City reserves the right to accept or reject any or all proposals. Offerors are reminded that proposals will be considered exactly as submitted. Points of clarification will be solicited from proposers at the discretion of the City. Those proposals determined not to follow provisions of this RFP and the applicable law and/or regulations will not be processed.

All costs incurred by the proposer associated with RFP preparations and subsequent interviews and/or negotiations, which may or may not lead to execution of an agreement, shall be borne entirely and exclusively by the proposer.

The information and proposed budget for the firm selected for award will form the basis for negotiation of a contract. The City reserves the right to issue a contract without further negotiation using the data contained in the RFP. Failure of a prospective firm to accept this method of contract development will result in cancellation of the award. **Understanding of RFP Procedures, Terms and Conditions** of proposals form must be included in the proposal.

#### **Pre-Proposal and Questions**

Firms interested in submitting a proposal are invited, but are not required, to attend a pre-proposal site visit at **1102 Dabbs Street, Hattiesburg, MS at 10:00 a.m. on Monday, May 3, 2021** for a walk-through of the facility and grounds.

Questions or clarifications should be requested in writing to [cdbg@hattiesburgms.com](mailto:cdbg@hattiesburgms.com) no later than 5:00 p.m. on May 3, 2021. Questions received in writing and at the pre-proposal walk-through will be answered in writing and posted to [www.hattiesburgms.com/community-development](http://www.hattiesburgms.com/community-development) no later than 5:00 p.m. on May 6, 2021. Questions may be combined or summarized in order to clearly answer.

#### **Proposal Format**

The proposal format requirements were developed to aid firms(s) in their proposal development. They also provide a structured format so reviewers can systematically evaluate several proposals. These directions apply to all proposals submitted. The purpose of the Proposal is to demonstrate the qualifications, service level, competence and capacity of the firms seeking to become a consultant of record for the City. The offeror's proposal should include a Technical Proposal which addresses all the points outlined here as required. Proposals should be held to no more than 20 pages in length; this is to include: resumes and inserts and be printed on standard 8.5" x 11" paper and be bound.

**Transmittal Letter:** A transmittal letter must be submitted with an offeror's proposal. The letter must include:

1. A statement of the firm's interest in the procurement and why it feels the company is best qualified to be selected.
2. The name of the person or persons authorized to make representations on behalf of the offeror, binding the firm to a contract.

**Proposal Title Page:** The Title Page must include:

1. The RFP "**DABBS STREET ARCHITECTURAL SERVICES**" subject.
2. Name of the firm responding, including mailing address, telephone number, **e-mail address**, and **contact person**.
3. Be labeled **Technical Proposal**.

## **Technical Proposal**

**A. Experience:** Describe the consultant team's expertise in the areas of architecture and design and ability to facilitate civil/site design and other ancillary services as may be needed throughout the project.

### **B. Firm History and Project Management**

Proposer is requested to include the following:

1. Brief overview of firm's history, primary line of business as well as specialty areas.
2. A description of the firm's principal business location and any other service locations, including the primary office that will service the City.
3. Expected communication responsibilities.
4. Discuss any impending changes in your organization that could impact the delivery of services.
5. Disclose any conflicts or perceived conflicts of interest as well as what procedures your firm utilizes to identify and resolve conflicts of interest.

**C. Qualifications:** Proposer is requested to provide a description of the proposed project team, staff qualifications, experience and credentials:

1. Describe similar projects successfully undertaken by your company.
2. Introduce team members to be involved by name with specific roles, qualifications, experience, present client load, and distribution of responsibilities.
3. State level of organizational responsibility of key project staff members.
4. Include certifications held by Proposer's personnel.
5. Indicate back-up support capability.
6. Indicate whether any member of the consultant team or subcontractor is or will be qualified as a DBE and describe the portion of the project that may be assigned or subcontracted to a DBE.

**D. Scope of Services:** Describe your recommended approach to this project. Include any services offered by your firm that may be above and beyond the Scope of Services indicated by the City.

**E. References:** Proposer is requested to provide a list of references with the RFP:

1. Provide the contact names and telephone numbers of three (3) references, preferably other municipalities, counties, or state agencies.

2. Include name of the client, address, telephone number, and name of main contact.

**F. Timeline:** Proposer is requested to describe the timeline of the project from design through construction completion identifying key milestones. Timeline should be reasonable and can assume that the City is prepared to move efficiently from one phase of the project to the next throughout.

**G. Cost Information:**

Without providing a quote, describe the typical basis for establishing cost on projects similar to this and describe any services or features about this particular project that could drive cost or may be elements about which to negotiate.

**IV. PROPOSAL EVALUATION**

**Criteria**

The Selection Committee will evaluate proposals based on the factors outlined below which shall be applied to all eligible, responsive proposals in selecting the successful offeror. Award of such a contract may be made without discussion with proposers after responses are received. Proposals should, therefore, be submitted on the most favorable terms. The City reserves the right to void the contract if the successful proposer cannot perform services specified by the proposer's response.

Proposal evaluation criteria will be grouped into percentage factors as follows:

1. Responsiveness and completeness of the written proposal with regard to RFP specifications and requirements (overall quality of submittal). **15%**
2. Firm experience and expertise, and demonstrated, proven successful experience in similar projects. **20%**
3. Qualifications, capacity, and availability of team members assigned to project. **30%**
4. Project approach and proposed timeline in satisfying the scope of services. **30%**
5. Disadvantaged Business Enterprise involvement or commitment level. **5%**

The relative merits of all proposals will be determined at the sole discretion of the Selection Committee. The successful candidate will be required to enter into a written agreement with the City of Hattiesburg. This agreement will last for the period of time it is estimated to complete this project. The City of Hattiesburg reserves the rights to retain all proposals submitted and use any idea in a proposal regardless of whether that proposal is selected. The City will choose the proposal(s) that best fits its needs.

**V. SUBMISSION OF PROPOSALS**

Final sealed proposals must be received by the City of Hattiesburg office of the City Clerk no later than 10:00 a.m. (Central Standard Time) local time on **May 13, 2021**. Late proposals will not be accepted nor considered.

**All proposals must be sealed and clearly marked with the Proposer’s name and labeled with the RFP# provided on the cover of this document and the name of the RFP, “DABBS STREET ARCHITECTURAL SERVICES”. Proposers must allow sufficient lead-time to ensure receipt of their proposals by the time specified. The City of Hattiesburg will not be responsible for a carrier’s failure to deliver. Five (5) copies of the complete proposal response plus one (1) PDF version on a flash drive must be delivered to the following:**

**Physical Address**

Office of the City Clerk – 2<sup>nd</sup> Floor City Hall  
City of Hattiesburg  
200 Forrest Street  
Hattiesburg, MS 39401

Or

**Mailing Address**

Office of the City Clerk – 2<sup>nd</sup> Floor City Hall  
City of Hattiesburg  
P.O. Box 1898  
Hattiesburg, MS 39403-1898

**Schedule of Activities**

Please note that dates are subject to change based on City of Hattiesburg needs.

<u>Item</u>	<u>Date</u>
RFP Issue Date	April 6, 2021
Pre-Proposal On-Site Walk-Through	May 3, 2021, 10:00 am, CDT
Deadline for Questions/Clarification Requests	May 3, 2021
Response in Writing, to Questions	May 6, 2021
Closing Date for Receipt of Proposals	May 13, 2021, 10:00 am, CDT
Bid Openings	May 13, 2021, 10:00 am, CDT
Discussions/Negotiations, if needed (approximate)	May 24, 2021
Anticipated Notice to Proceed	June 8, 2021

The City of Hattiesburg reserves the right to reject any or all Proposals, or any parts thereof, waive formalities, negotiate terms and conditions, and to select the consultant and service options that best meet the needs of the City of Hattiesburg. It is expected that all responders will be able to furnish satisfactory evidence that they have the ability, experience, and capital to enable them to complete this project.

**Attachment 1**

**Understanding of RFP Procedures, Terms and Conditions**  
(To be returned with proposal submission)

**Invitation to Submit Proposals**  
**City of Hattiesburg, Mississippi**

I acknowledge I have read and understand all procedures and requirements of the above referenced RFP and have complied fully with the general terms and conditions outlined in the RFP.

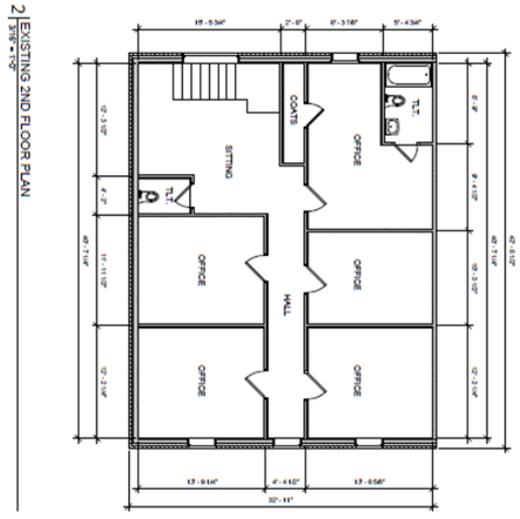
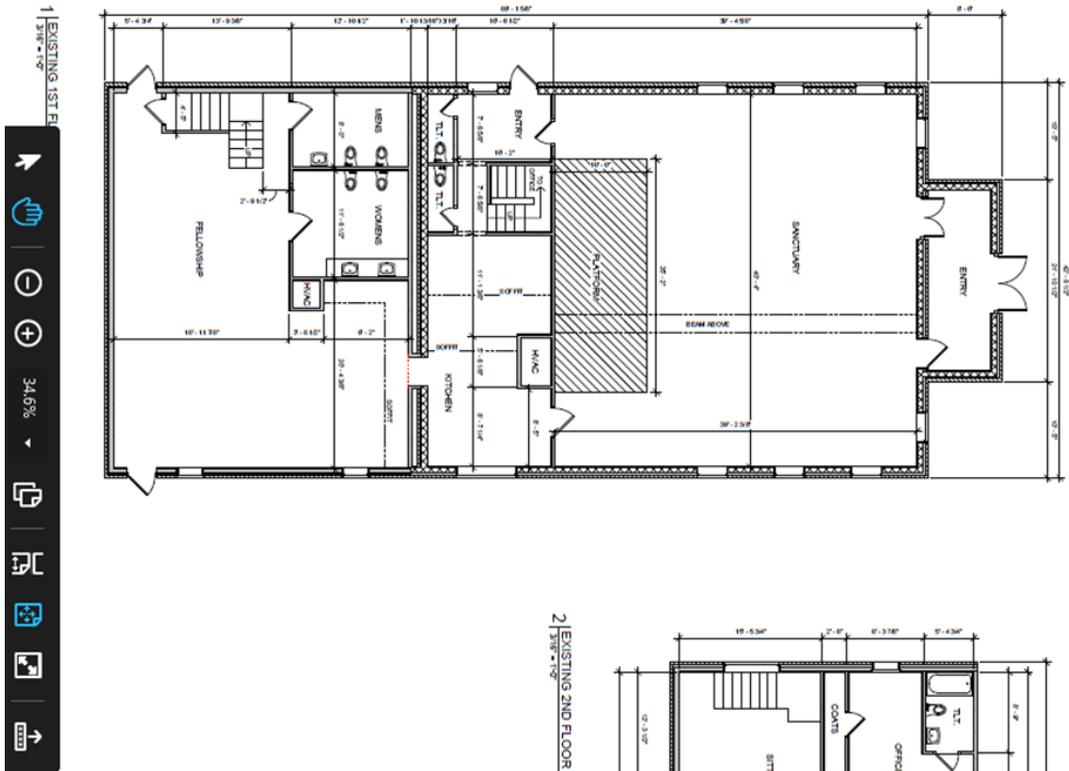
**Contractor:** \_\_\_\_\_

**Representative's Signature:** \_\_\_\_\_

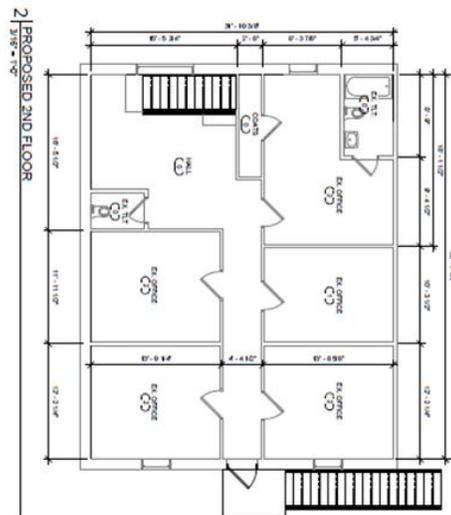
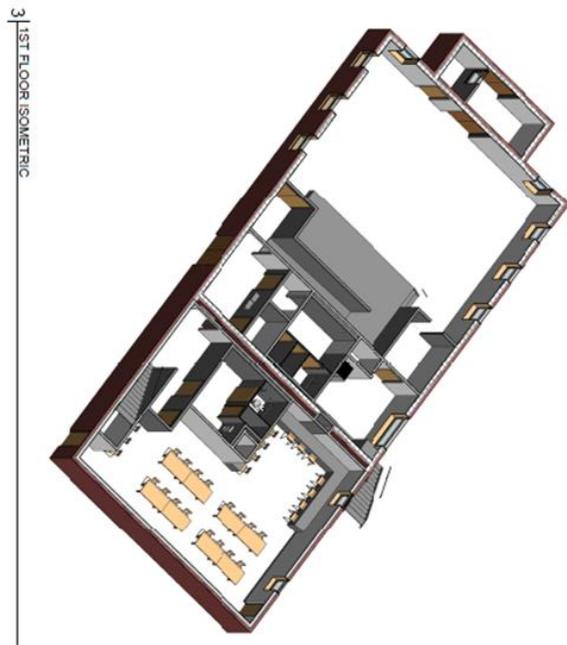
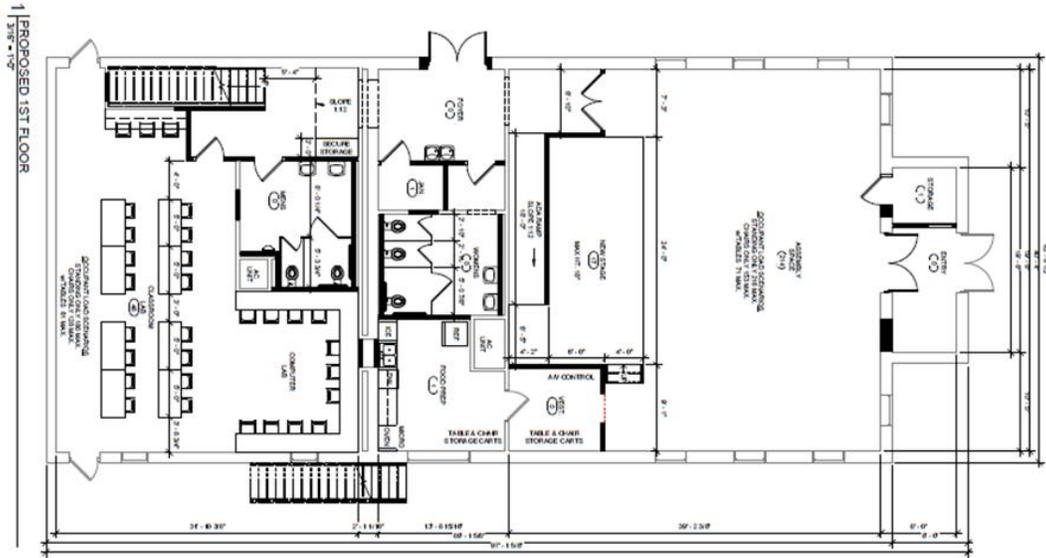
**Representative's Printed Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Attachment 2**  
Existing Floor Plan  
(drawing is approximate)



# Attachment 3 Conceptual Floor Plan



*TO The Hattiesburg Post: Publish on April 8th, as a legal ad and furnish City of Hattiesburg with Two (2) Proofs of Publication.*

**Request for Proposals  
PUBLIC NOTICE**

**Dabbs Street Architectural Services**

**RELEASE DATE: April 6, 2021**

Architects, engineers, or other related professionals are requested to submit a proposal to provide professional architectural/engineering services and construction administration services for the renovation of a city-owned facility. The city has acquired a church building of approximately 5,350 square feet (with approximately 75% on the ground floor) for the purpose of renovation into a multi-purposed community center. The project also includes the acquisition of two adjacent lots, and these services will include the design/engineering work for associated parking.

The deadline for Bidders to submit written questions for information and/or clarification is **3:00 PM on Thursday, April 29, 2021**. All written questions received by this deadline will be answered in writing according to the instructions in the RFP.

The deadline for receipt of all submittals is **10:00 A.M. on Thursday, May 13, 2021**.

The Request for Proposals can be found [www.hattiesburg.ms.com](http://www.hattiesburg.ms.com). Questions regarding the project should be submitted to Petra Wingo, Community Development Division Manager, at [pwingo@hattiesburgms.com](mailto:pwingo@hattiesburgms.com). Questions and answers will be posted periodically at this website per the instructions in the RFP. Interested professionals should deliver five copies of proposals and one PDF version on a USM flash drive 10:00 a.m. on May 13, 2021 to:

***Physical Address:***

**Office of the City Clerk**  
City of Hattiesburg  
Attn: Cecilia Jones  
Hattiesburg, Mississippi 39401

***Mailing Address:***

Office of the City Clerk  
City of Hattiesburg  
P.O. Box 1898  
Hattiesburg, MS 39401

PUBLISHED by Order of the Council on this the   6th   day of   APRIL  , 2021

CITY OF HATTIESBURG, MISSISSIPPI

\_\_\_\_\_  
CITY CLERK

(S E A L)