



# REQUEST FOR STATEMENTS OF QUALIFICATIONS

**RFQ'S WILL BE OPENED AT 10 a.m., TUESDAY, JANUARY 23, 2024**  
**LOCATION: MISSISSIPPI COUNTY COURTHOUSE, COUNTY JUDGE'S OFFICE**  
**200 W. WALNUT STREET, ROOM 206, BLYTHEVILLE, AR 72315**

## RFQ 2024-01 ARCHITECTURAL SERVICES (Architect)

### IMPORTANT DATES

Solicitation Issue Date	Friday, January 5, 2024
Response Deadline	4:30 p.m. on Monday, January 22, 2024

*Qualifications will not be accepted or reviewed after the designated response deadline. It is the responsibility of vendors to submit qualifications at the designated location on or before the response deadline.*

### 1. Brief Description

Mississippi County is located adjacent to the Mississippi River in the extreme northeastern corner of Arkansas. Created in 1833, the county currently has a population of 40,685 and a total area of 920 square miles. The county is located within Arkansas' First Congressional District and has a total operating budget for FY2024 of \$45,194,370.20

This document is a Request for Qualifications (RFQ) issued by the Mississippi County Government to vendors who are authorized to do business in the State of Arkansas and are qualified to provide architectural services to the County.

### 2. Scope of Services

#### Goal

Mississippi County seeks responses from interested architectural firms to provide professional services for the County as needed for the construction of a new scale house for the Mississippi County Landfill.

#### Minimum Qualifications

- ✓ Vendor **should** have at least ten (10) years of experience and a proven track record of working with state/county/municipal officials with regards to building projects;
- ✓ Vendor **should** have architectural services experience and workload availability to start immediately upon contract award;
- ✓ Vendor **must** be licensed; and
- ✓ Vendor **must** provide, upon request, three (3) references regarding the likelihood of successfully providing architectural services to their client(s).

### 4. Selection of Vendor

The successful vendor will be selected by the County based upon the entire "body of work" submitted by the applicant. Some of the qualifications to be taken into account include, but are not limited to, qualifications of the vendor, past relevant experience, the ability to work well with government personnel, availability and ability to prioritize multiple tasks; and the completion of the "Pre-Interview Questionnaire" answers submitted by the vendor. To download and print the entire RFQ packet, including the **mandatory "Pre-Interview Questionnaire"**, go to <https://www.mississippicountyar.org/county-judge> .

**All applicants must answer the entire "Pre-Interview Questionnaire" listed below and submit supporting documentation when appropriate:**

### “Pre-Interview Questionnaire”

1. Provide a brief history of the firm represented by the individuals listed above, including date established, total number of staff and office location.
2. Provide a comprehensive description of the vendor’s experience working with state/county/municipal governments on building projects.
3. Current office size and firms to be used for services including engineering, civil, geo-technical, etc.
4. List of pre-construction services provided.
5. List past projects with Mississippi County.
6. Please describe why the vendor believes his/her selection would best fulfill the needs of the County and how the vendor would approach working with the County.
7. Provide a statement to acknowledge vendor’s intent to comply with state and federal law.

#### **A. Specialized Experience and Technical Competence**

In responding to each area of experience, the offeror must provide the following information:

- The organization(s) for whom the work was performed
  - The approximate dates of the experience(s)
  - The name and telephone number of a contact person, or persons, to verify the experience
  - The type of tasks performed
  - Any other relevant information the offeror might provide for selection consideration
1. Experience with Project Planning and Start-Up Services to include:
    - Selecting and recommending cost-effective alternatives
    - Completing preliminary drawings such as site plans and layouts
    - Preliminary mapping, surveying and establishment of benchmarks
  2. Project Design to include:
    - Developing plans and specifications
    - Developing estimates of quantities and costs
    - Preparation of contract documents
    - Revision of contract documents and plans and specifications.
    - Issuing addenda
  3. Knowledge and Experience with State and Federal Requirements to include:
    - National Environmental Policy Act (NEPA) of 1969, as amended
    - Davis-Bacon and other federal labor compliance laws
    - Model Uniform Relocation Act of 1970, as amended
    - State procurement laws
    - Type and number of ACEDP and other federal and/or state funded projects completed
  4. Experience with Financial Management to include:
    - Review of contractors’ estimates
    - Preparing requests for payment and other financial progress reports
    - Coordinating budgetary information with funding agencies
  5. Experience with Contract Management to include:
    - Developing progress reports
    - Implementing provisions or professional services contracts
    - Developing and distributing change orders
    - Revising contract documents and other documentation
  6. Experience with Competitive Bidding Process to include:
    - Preparing bid package

- Corresponding with bidders
  - Interpreting bid documents
  - Analyzing bids
  - Assisting with recommendation(s) to award contract(s)
  - Participating in pre-construction conference(s)
  - Coordinating “Notices to Proceed” and construction start dates.
7. Experience with Construction Management and Observation to include:
- Coordinating all professional service field work
  - Conducting field layout and resident observation of contractor(s), as applicable
  - Reviewing and approving mill, shop and work drawings/documentation
  - Preparing record drawings and “as-built drawings”
  - Coordinating field inspections and monitoring reviews by funding and regulatory agencies
8. Experience with Project Closeout to include:
- Conducting final inspections of completed work
  - Issuing of “Certificates of Substantial Completion”
  - Scheduling and attending warranty inspections.

## **B. Performance**

Each offeror will be evaluated regarding their work performance in terms of ability to meet schedules/deadlines, control of costs and quality of work. The basis of evaluation will be reference checks of the work experiences claimed in the preceding section.

1. Ability to Meet Schedules and Deadlines to include:
- Returning calls promptly
  - Completing contractual obligations in a timely manner
  - Adhering to established schedules
2. Control of Costs to include:
- Completing all contractual obligations within original budget
  - Avoiding the necessity of contract amendment to increase funding
3. Quality of Work to include:
- Performing work accurately
  - Being responsive to owner’s needs
  - Being accessible to owner
  - Maintaining general quality of work

## **C. Capacity and Capability of Firm to Perform Work**

The offeror will be evaluated regarding their capacity to perform work in terms of staff to be assigned and staff time available.

1. Staff to Be Assigned to include:
- Name of each staff person to be assigned to engineering/architectural tasks
  - Title of staff assigned
  - Task(s) to be performed by each staff person
  - Resume for each staff person to be assigned to engineering/architectural tasks
2. Staff Experience to Include:
- Prior staff experience with “on call” government architectural projects or related type projects. (Types and total numbers of specific projects)
  - Staff education
3. Staff Time Available to include:
- Average number of hours per day or week each staff person assigned tasks will be available

- Other ACEDP or other project commitments requiring staff time of these same individuals listed above
- Average hours per day or week these commitments require of each staff person.
- Demonstration that other staff commitments will not interfere with the offeror's ability to meet the needs of the County

**D. Proximity to and Familiarity with Project Area**

Each offeror will be evaluated regarding proximity to and familiarity with the project area in according with the following criteria:

1. Respondent is located in convenient proximity to the project to facilitate sufficient contact
2. Respondent is familiar with the confines of the project area

**5. Instructions for Submitting Responses**

A total of one (1) signed submission by a person authorized by the Company to execute contracts shall be provided to the County for consideration. The deadline for submittal is no later than 4:30 p.m. on Monday, January 22, 2024. It is the responsibility of the offeror to make sure that the submittal has been received in the County Judge's Office on or before the deadline. Responses may be emailed to [publicaffairs@mississippicountyar.org](mailto:publicaffairs@mississippicountyar.org) or delivered to County Judge's Office, 200 West Walnut, Room 206, Blytheville, AR 72315.

**6. Questions and Clarifications**

All requests for clarification or additional information shall be submitted in writing to the County, no later than 4:30 p.m. on Monday, January 15, 2024 by emailing [publicaffairs@mississippicountyar.org](mailto:publicaffairs@mississippicountyar.org) .