

REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL DESIGN SERVICES

The City of Laurel, Mississippi will accept proposals from qualified firms or individuals interested in providing professional engineering and/or architectural services for the City.

The intent of this REQUEST FOR PROPOSAL is to obtain a qualified person, firm, or corporation, hereafter referred to as "Consultant," to provide professional design services for an existing tennis court facility for the City of Laurel, Mississippi. The existing tennis courts are located inside Daphne Park on North 10th Avenue, Laurel, Mississippi. The qualified candidate will have previous experience in public tennis court design and must have the ability to design and prepare construction documents and cost estimates.

The project is funded through a grant from the Mississippi Department of Wildlife, Fisheries and Parks under the Mississippi Recreational Trails Program and City of Laurel local matching funds. The City of Laurel will administer the contract. The City of Laurel has determined the need to design, bid and reconstruct 5 existing tennis courts by December 31, 2020. The selected design shall be compatible with existing City Park complex facilities, including a multi-use community center, walking trail, historic train display, parking lots and landscaping.

The projects may include, but are not exclusively limited to, the following activities:

- A. Prepare cost estimates
- B. Prepare plans and specifications for the advertisement of bids
- C. Evaluation of bids and recommendation of contract award
- D. Construct and distribute bid packets (ensuring that all Federal and State requirements are met in contract preparations)
- E. Assist in bid opening and prepare bid tabulation
- F. Preparation of contracts in accordance with applicable guidelines
- G. Conduct pre-construction conferences
- H. Conduct work in-progress inspections giving periodic reports to the City and approving any and all partial payment requests

Instructions for proposal submittal are on file and may be obtained from the City Clerk's Office, 401 N 5th Avenue, Room 201 or on the City of Laurel website at laurelmsprojects.com. Interested parties may contact Cindy Pitts, Chief Deputy City Clerk, at 601-428-6404 for further information.

All proposals must be received by the City Clerk's Office at City Hall, 401 N. 5th Avenue, Laurel, Mississippi 39440 on or prior to 10:00 A.M. CST, October 14, 2019. Proposals must be

submitted in a sealed envelope and plainly marked: REQUEST FOR QUALIFICATIONS – CITY OF LAUREL DAPHNE TENNIS COURTS.

Each proposal must include the following:

1. Qualifications – List of all qualifications of each staff person assigned to project.
2. Experience – Information regarding the experience of the firm. This information should include any previous experience with tennis court designs.
3. Capacity – Identify the number and title of the staff available to be assigned to provide services.
4. Proposed Work Schedule – Schedule of availability to accomplish the required services.
5. Proximity to Engineering Department- 401 N. 5th Avenue, Laurel, Mississippi 39440

All proposals will be rated on the following system to determine the best offeror: Description and Maximum Points: Qualifications-25, Experience-25, Capacity-25, Proposed Work Schedule-15, Proximity to Engineering Department-10, Total points equal 100.

Proposals will be reviewed by the Committee using the above criteria. Each member will assign points based upon contents of the proposal. Negotiations will be conducted to determine a mutually satisfactory contract first with the firm receiving the highest accumulated points, as rated by the Committee.

Contractual awards will be made to the qualified offeror whose proposal is most advantageous to the City of Laurel, Mississippi. Selection and evaluation criteria to be used by the City in the selection of engineering services are available from the City Clerk's office.

The City of Laurel reserves the right to reject any and all proposals.

The City of Laurel is an Equal Opportunity Employer.

All questions related to this Legal Ad shall be submitted in writing and directed to:

Lorenzo Anderson, P.E.
City of Laurel, Public Works Department
P.O. Box 647
Laurel, MS 39441