



# REQUEST FOR STATEMENTS OF QUALIFICATIONS

RFQ'S WILL BE OPENED AT 10 A.M., MARCH 29, 2022

LOCATION: MISSISSIPPI COUNTY COURTHOUSE, COUNTY JUDGE'S OFFICE  
822 PLANTATION ROAD, BURDETTE, AR 72321

## RFQ 2022-05 Architectural Services (Architect)

### IMPORTANT DATES

Solicitation Issue Date	Monday, March 21, 2022
Response Deadline	Monday, March 28, 2022

*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 FY2022 of \$34,911,960.58

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 for the county's two health units.

#### 2. Scope of Services

##### Goal

Mississippi County seeks responses from interested architectural firms to provide professional services for the reconstruction/remodeling/rehabilitation/renovation of Mississippi County's two health units (1299 N. Tenth Street, Blytheville & 720 W. Lee Street, Osceola).

##### Outcomes Desired

- The project will include design and construction administration to reconstruct/remodel/rehabilitate/renovate the existing interior and limited exterior of the health units for better circulation, reception and a larger laboratory (keeping in mind new finished, doors, hardware and lighting to meet both present and future service needs);
- Gather information from the county regarding current facilities and present/future design needs;
- Provide excellent, timely communication with the county regarding all aspects of the project including costs, timelines, etcetera;
- Hold regular Owner/Architect/Contractor meetings with county officials to receive briefings on the project; and
- Provide regular status reports to county officials.

##### 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 experience with health units 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 "Pre-Interview Questionnaire" answers submitted by the vendor.

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

1. List of all persons who will provide services to the County and the role each would play, including who will serve as the primary point of contact.
2. Provide a brief history of the firm represented by the individuals listed above, including date established, total number of staff and office location.
3. Provide a comprehensive description of the vendor's experience working with state/county/municipal governments on building projects (especially if health units).
4. Provide resumes of the personnel that will be committed to this project, their current workload and proximity to this site.
5. Current office size and firms to be used for services including engineering, civil, geo-technical, etc..
6. List of pre-construction services provided.
7. List past projects with Mississippi County.
8. 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.
9. Provide a statement to acknowledge vendor's intent to comply with state and federal law.
10. Please submit additional relevant resources available to the vendor not mentioned elsewhere.

#### 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.

<b>Responses delivered by U.S. Mail:</b> Mississippi County County Judge's Office c/o Tom Henry, Public Affairs Director PO Box 629 Blytheville, AR 72316	<b>Responses delivered by carrier (USPS, FedEx, etc.) or hand delivered:</b> Mississippi County County Judge's Office c/o Tom Henry, Public Affairs Director 822 West Plantation Burdette, AR 72321	<b>Responses delivered by e-mail:</b> publicaffairs.director@mississippicountyar.org  Subject Line: "re: RFQ 2022-05 Architectural Services (Architect)"
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#### 6. Questions and Clarifications

All requests for clarification or additional information shall be submitted in writing to the County by emailing publicaffairs.director@mississippicountyar.org.