

**REQUEST FOR PROPOSALS (RFP)**  
**STRUCTURAL AND CIVIL ENGINEERING SERVICES**  
**FOR THE DESIGN AND DEVELOPMENT OF ROBERT’S COVE**

**RFP # 10-1620**

**1. INVITATION:**

Mississippi United to End Homelessness, Inc. (hereinafter referred to as “MUTEH” or the “Organization”) is soliciting Statements of Proposals from qualified firms interested in providing Structural and Civil Engineering Services relating to the development of Robert’s Cove, 4 single family dwelling units on a single parcel of property located in Meridian, Mississippi. These units will be converted to duplexes of 1 bedroom apartments for a total of 8 units with at least 1 unit being ADA compliant. The area on the property behind the units will be used for parking and will require the creation of a parking lot for at least 10 vehicles including 1 space for disabled parking. Firms with relevant design experience and qualifications are encouraged to submit a response. The purpose of the Request for Proposals (RFP) process is to identify the most qualified respondents for potential services. Following an analysis of the responses to this RFP, a “short list” of firms will be created. These firms will be interviewed and evaluated by the Organization to determine the most qualified firm whose services will be most advantageous to the Organization and project, all factors considered. The firm ultimately selected by MUTEH will provide full structural and civil engineering services for the design and construction of the proposed development and associated improvements as directed by the Organization.

The RFP is available on our website [www.muteh.org](http://www.muteh.org) Please continue below for the complete document.

**2. RESPONSES:**

The response to this RFP shall be submitted in such form and quantity and at the location as is provided in section 7 of this Request.

**3. PROJECT DEFINITION:**

**A. Project Description:**

Mississippi United to End Homelessness, Inc. (hereinafter referred to as “MUTEH” or the “Organization”) is soliciting Statements of Proposals from qualified firms interested in providing Structural and Civil Engineering Services relating to the development of Robert’s

Cove, 4 single family dwelling units on a single parcel of property located in Meridian, Mississippi. These units will be converted to duplexes of 1 bedroom apartments for a total of 8 units with at least 1 unit being ADA compliant. The area on the property behind the units will be used for parking and will require the creation of a parking lot for at least 10 vehicles including 1 space for disabled parking. Firms with relevant design experience and qualifications are encouraged to submit a response. The purpose of the Request for Proposals (RFP) process is to identify the most qualified respondents for potential services. Following an analysis of the responses to this RFP, a "short list" of firms will be created. These firms will be interviewed and evaluated by the Organization to determine the most qualified firm whose services will be most advantageous to the Organization and project, all factors considered. The firm ultimately selected by MUTEH will provide full structural and civil engineering services for the design and construction of the proposed development and associated improvements as directed by the Organization

#### **B. RFP Schedule**

The schedule is as follows:

- a) Issuance of RFP – October 16, 2020, 9:00 AM CST.
- b) Receipt of Responses – November 16, 2020, 5:00 PM CST.
- c) Short List Selection – November 20, 2020, 5:00 PM CST.
- d) Selection Consultant(s) – December 1, 2020, 5:00 PM CST.

#### **4. ENGINEERING SCOPE OF SERVICES:**

The Scope of Services will be further defined during the interview/contract negotiation process. The final Scope of Services, together with the fee, will be included in the final executed agreement.

In the broadest sense, the awarded firm shall provide traditional basic structural engineering services including, but not limited to, civil, structural, mechanical, plumbing, electrical engineering services and other authorized special services appropriate to fully develop the Project as described in Section 3-A.

Structural Engineer shall perform all work necessary to produce a complete structural analysis of such structures and provide detailed remedies to correct any deficiencies identified in the aforementioned analysis.

#### **5. PROJECT PARTICIPANTS:**

MUTEH will be responsible for developing a short list of approximately three (3) to five (5) firms to be interviewed for potential services. Those firms may be invited to make a presentation to the organization and answer any questions the Organization may have

regarding the firm and/or proposed services. Once the interviews are completed, the Organization will rank the short list of firms in order of most advantageous to least advantageous. At such time, contract negotiations will begin between the highest recommended firm and MUTEH, with the intent of executing a professional contract shortly thereafter. However, if the recommended firm and MUTEH are not able to reach an agreement upon the terms and conditions of the engagement, MUTEH has the right to end negotiations with that firm and either open discussions with the next highest ranked firm or issue a new RFP altogether.

## **6. CRITERIA FOR SELECTION:**

The purpose of this RFP process, as previously stated, is to identify qualified firms that are the most capable of providing the described services. Each response will be ranked by MUTEH, in its sole and absolute discretion, using the below criteria and based upon the information presented in the response; the references provided by the respondent; the Organization's knowledge from prior engagements, if applicable; independent background checks with previous clients and governmental agencies, not limited to the references provided by the firm; or any other information available to the Selection Committee. RFP submittal should be organized to clearly address the following criteria which, among others, will be used in the evaluation of qualifications:

- a) Prior experience with projects of similar scale and complexity.
- b) Clear understanding of multifamily renovations of a similar scope.
- c) Professional qualifications of individuals assigned to the Project.
- d) History of effective schedule and budget adherence for projects of similar scale and complexity.
- e) Use of processes that creatively engages the Organization and other stakeholders in all stages of design.

## **7. SUBMITTAL REQUIREMENTS:**

### **A. Submittal Documents – Format**

Follow these instructions carefully:

In total, one hard copy of the Submittal, including attachments, is required. One electronic copy should also be submitted to both [mbaliko@muteh.org](mailto:mbaliko@muteh.org) and [lparker@muteh.org](mailto:lparker@muteh.org)

Electronic submittals shall be emailed by November 16, 2020, 5:00 PM CST. Hard copies of submittals shall be postmarked for November 16, 2020 and sent to the following:

**MUTEH**  
**P.O. Box 24147**  
**Jackson, MS 39225**

Late submittals will not be accepted.

**B. Submittal Content:** Each Submittal shall be organized in the following order:

**Outside Cover and First Page:**

Shall contain (i) the title, "Statement of Qualifications for Engineering Services Relating to the development of Robert's Cove," (ii) the name of the Respondent, and (iii) the Submittal date.

**Table of Contents:** Include a table of contents.

**Transmittal Letter:** Include a short Transmittal Letter. The Transmittal Letter shall:

- Summarize why the Respondent believes itself to be the most qualified;
- Contain the statement that to the best of the Respondent's abilities, all information contained in the RFP submittal is complete and accurate;
- Contain a statement granting MUTEH authorization to contact any previous client of the Respondent (or a Respondent's Team Member) for purposes of ascertaining an independent evaluation of the Respondent's or a Respondent's Team member's performance; and
- At least one copy of the transmittal letter must have the original signature of an officer of the principal responding firm.

## **Section I - Description of the Respondent**

**I-A Firm Description:** Include a complete narrative description of the Respondent's firm (or firms if the Respondent is comprised of a team of firms).

Information should include:

- a) The Respondent's area(s) of engineering specialization;
- b) Firm history;

- c) Location principal office;
- d) Names of the principal officer(s) of the firm;

**I-B Key Professionals:** Identify the key members of your team that would be involved in the project and describe their area of expertise and what role they will perform in the team. Indicate their availability for this project schedule.

**I-C Resume(s)** Provide resumes of any person identified as a key professional. The resumes should contain the following:

- a) Name.
- b) Educational background.
- c) Employment history.
- d) Proposed role in the Project.
- e) An identification of other relevant projects in which the person has been involved and a name/phone number of a representative of any project cited that can be contacted for a reference.
- f) Other information you believe to be relevant.

## **Section II – Narrative (100 points total)**

Set forth are the criteria on which the selection will be made. Your proposal should be organized to clearly address:

- a) Prior experience with projects of similar scale and complexity. **(25 points)**
- b) Clear understanding of multifamily renovations of a similar scope. **(15 points)**
- c) Professional qualifications of individuals assigned to the Project. **(25 points)**
- d) History of effective schedule and budget adherence for projects of similar scale and complexity. **(20 points)**
- e) Use of processes that creatively engages the Organization and other stakeholders in all stages of design. **(15 points)**

## **Section III - Relevant Experience of the Respondent**

### **III-A Summary of Relevant Projects Where the Respondent's Firm Was the Architect/Engineer**

List no more than three (3) relevant projects. A relevant project is one which best exemplifies your qualifications for this Project:

- a) Name of project
- b) Type of project
- c) Project location
- d) Total project cost
- e) Project description
- f) Project delivery method
- g) Describe the services your firm provided
- h) Indicate which team members were actually involved in the project and specify their role.
- i) Provide a statement acknowledging if the project was completed on time/on budget.
- j) Provide a few illustrative photographs or renderings, if available.

## **8. RESERVATION OF RIGHTS**

MUTEH reserves the right to reject all firms, decline to proceed with selection of any candidates, to request additional qualifications, and to make inquiries as may be necessary to verify qualifications.

Nothing in this document shall require MUTEH to proceed with design and/or Construction services.

## **9. ADDITIONAL INSTRUCTIONS, NOTIFICATIONS and INFORMATION**

- a) A complete package of this RFP including attachments can be obtained from MUTEH's web site at [www.muteh.org](http://www.muteh.org)
- b) MUTEH reserves the sole right to (1) evaluate the qualifications submitted; (2) waive any irregularities therein; (3) reject any or all Respondents submitting qualifications, should it be deemed in the best interest of MUTEH to do so.
- c) The Organization is an equal opportunity employer. Women and minority businesses are encouraged to apply.
- d) The Organization makes reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the recruitment and selection process or the Contractor's ability to perform the essential duties of the job. In order for the Organization to make such accommodations, the applicant must make known any needed accommodation.
- e) MUTEH will welcome questions on or before – November 13, 2020, 5:00 PM CST regarding this solicitation. Please allow at least two working days for responses to questions. All questions should be addressed in writing to both [mbaliko@muteh.org](mailto:mbaliko@muteh.org) and [lparker@muteh.org](mailto:lparker@muteh.org)