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RFQ 25-001 Interior Design Services - Station Works at Union Station
Jackson Redevelopment Authority

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RFQ NUMBER: 25-001

Request for Qualifications (RFQ)

For

Interior Design Services

Station Works at Union Station

(Professional Services)



**REQUEST FOR QUALIFICATION
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SECTION 0 – ADVERTISEMENT FOR BID

ADVERTISEMENT FOR BIDS

REQUEST FOR INTERIOR DESIGN SERVICES

RFQ NUMBER: 25-001

The Jackson Redevelopment Authority (JRA) hereby gives notice that it is soliciting sealed proposals from qualified firms or individuals to provide Interior Design Services for the Station Works Co-Working Space at Union Station. The selected firm will collaborate with JRA to design an innovative and functional co-working environment that supports entrepreneurship, fosters collaboration, and enhances the historic charm of Union Station. This initiative aligns with JRA's mission to drive economic and community development through adaptive reuse of historic properties and the advancement of urban renewal projects within the City of Jackson.

Submission Deadline:

Sealed proposals will be received by the Jackson Redevelopment Authority no later than **12:00 PM Central Time on February 17, 2025. (CORRECTION: 5:00 PM Central Time on February 18, 2025)**

Proposal Submission Requirements:

- Proposals will only be accepted electronically via www.centralbidding.com.
- For assistance with the electronic bidding process, please contact Central Bidding at **225-810-4814**.

Obtaining RFQ Documents:

The official Request for Qualifications (RFQ) documents may be obtained from the following sources:

1. Central Bidding Website: www.centralbidding.com.
2. Jackson Redevelopment Authority's website: www.jrams.org.

JRA Rights Reserved:

The Jackson Redevelopment Authority reserves the right to reject any and all proposals, waive any irregularities or informalities in any proposal, and award the contract to the proposer deemed to offer the most advantageous proposal to JRA, as determined by JRA in its sole discretion.

Contact:

Christopher G. Pike, Executive Director
Jackson Redevelopment Authority | 601-960-1815 | Bids@jrams.org

Publication Locations & Dates:

This advertisement will be published in accordance with Mississippi law in the following publications & dates:

- The Clarion Ledger | Mississippi Link | Jackson Advocate
- January 31, 2025 | February 7, 2025



SECTION 1 – GENERAL INFORMATION

1.1 Purpose

The Jackson Redevelopment Authority (JRA) is issuing this Request for Qualifications (RFQ) to solicit statements of qualifications from experienced firms or individuals to provide Interior Design Services for Station Works at Union Station. The selected firm will collaborate with JRA to create an innovative and functional co-working environment that fosters entrepreneurship, enhances collaboration, and preserves the historic character of Union Station. This initiative aligns with JRA’s mission to drive economic and community development through the adaptive reuse of historic properties and the revitalization of urban renewal zones within the City of Jackson.

1.2 Background

The Jackson Redevelopment Authority (JRA) was established to serve as a catalyst for urban renewal and economic development in the City of Jackson, Mississippi. Created in response to challenges posed by urban decay and economic stagnation, JRA has played a critical role in revitalizing key areas of the city, fostering public-private partnerships, and leveraging investments to support long-term community and economic growth.

History

JRA was founded in 1968 under the Urban Renewal Law of Mississippi to address the city’s pressing need for reinvestment in deteriorated neighborhoods and commercial areas. Over the decades, JRA has evolved into a vital organization responsible for implementing redevelopment strategies that transform blighted areas into thriving spaces for businesses, residents, and visitors. By prioritizing community-centered development, JRA has become a trusted steward of Jackson’s urban transformation efforts.

Mission

The mission of JRA is to eliminate slum and blight, stimulate economic growth, and foster sustainable development that enhances the quality of life for all residents. This mission drives JRA’s commitment to investing in infrastructure improvements, preserving historic districts, and creating opportunities for small businesses and entrepreneurs to flourish in a revitalized urban environment.

Vision

JRA envisions a vibrant, inclusive, and economically resilient Jackson where innovation, community, and culture converge. The organization strives to be a model for redevelopment authorities across the country, leading with integrity, collaboration, and a commitment to equitable progress that benefits all citizens.



Urban Renewal Responsibilities

JRA operates within designated Urban Renewal Zones, focusing on areas with high potential for economic transformation. These zones encompass historically significant neighborhoods, downtown corridors, and commercial districts that have experienced disinvestment over the years. Key responsibilities include:

- **Strategic Redevelopment:** Overseeing large-scale projects such as the Union Market at the Mill Street Viaduct and the Farish Street Historic District revitalization to breathe new life into underutilized spaces.
- **Property Management:** Managing and maintaining JRA-owned properties, including Union Station, parking facilities, and historic sites, to ensure their preservation and readiness for future development.
- **Funding Advocacy:** Securing federal, state, and private funding to support redevelopment projects that align with JRA's mission and vision.
- **Community Engagement:** Collaborating with stakeholders, including residents, businesses, and civic leaders, to ensure redevelopment efforts meet the needs and aspirations of the community.
- **Economic Development:** Attracting investments, creating jobs, and supporting entrepreneurship to build a stronger economic foundation for the city.

By blending innovation with respect for Jackson's rich history, JRA's efforts have sparked new opportunities and growth while addressing the city's most pressing challenges. From restoring historic landmarks to facilitating cutting-edge developments, JRA remains at the forefront of revitalizing Mississippi's capital city, paving the way for a prosperous future.

1.3 General Submission Information

Proposals must be submitted electronically via www.centralbidding.com.

For assistance with the electronic bidding process, please contact Central Bidding at 225-810-4814. No physical copies will be accepted. Proposals that do not follow the submission guidelines or fail to include all required documentation will be disqualified.

Proposals must be submitted no later than **5:00 PM Central Time on February 18, 2025**. Late submissions will not be considered.

1.4 Questions

All questions regarding this RFQ must be submitted in writing to:

Christopher G. Pike, Executive Director

Phone: 601-960-1815 | Email: Bids@jrams.org

Questions must be submitted no later than **5:00 PM Central Time on February 14, 2025**.

Answers to all submitted questions will be posted on JRA's Central Bidding Portal (www.centralbidding.com) for all prospective proposers to review.



1.5 Preparation Costs

The Jackson Redevelopment Authority will not reimburse any costs incurred by proposers for preparing, submitting, or presenting a proposal. All costs associated with participation in this RFQ process are the sole responsibility of the proposer.

2. RULES GOVERNING COMPETITION

2.1 Examination of Proposals

Firms are responsible for examining all instructions, terms, conditions, and specifications in the Request for Qualifications (RFQ). Failure to provide all requested information or submission of a proposal that does not comply with the RFQ requirements may result in the proposal being disqualified.

2.2 Proposal Acceptance Period

All proposals must remain valid for a minimum of 90 days from the proposal submission deadline. This period may be extended by mutual agreement between the Jackson Redevelopment Authority (JRA) and the proposer.

2.3 Confidentiality

Proposals submitted in response to this RFQ will be considered confidential and will not be disclosed to any party outside of JRA's evaluation process until a contract is awarded. However, all proposals may be subject to disclosure under the Mississippi Public Records Act. Proposers must identify proprietary information and provide justification for its exemption from disclosure.

2.4 Proposal Format

Proposals must be prepared in the format specified in this RFQ. All submissions should be clear, concise, and organized to facilitate an objective evaluation. Proposals that fail to follow the specified format may be disqualified.

- Conformance to the RFQ instructions
- Responsiveness to the RFQ requirements
- Overall completeness and clarity of content

2.5 Signature Requirements

All proposals must be signed by an authorized representative of the firm. The signature certifies that the firm agrees to be bound by the terms and conditions of this RFQ and the proposal submitted. Unsigned proposals will not be considered.



2.6 Proposal Submission

Proposals must be submitted in PDF Format. Electronic submissions must be made via the Central Bidding Website (www.centralbidding.com).

Proposals must be received no later than **5:00 PM Central Time on February 18, 2025**. Late submissions will not be accepted or considered.

2.7 News Releases

Firms shall not issue any news releases or other public statements regarding this RFQ, JRA, or the selection process without prior written approval from JRA.

2.8 Disposition of Proposals

All proposals submitted in response to this RFQ become the property of JRA and will not be returned to the proposers. One copy shall be retained for the official files of the Jackson Redevelopment Authority and will become public record after award of the Contract.

2.9 Modification/Withdrawal of Proposals

Proposers may modify or withdraw their proposals at any time before the submission deadline. Requests for modifications or withdrawals must be made in writing and received by JRA before the deadline. After the deadline, proposals may not be modified or withdrawn.

2.10 Oral Change/Interpretation

No oral interpretation or change of this RFQ shall be binding. Any changes or clarifications to the RFQ will be issued on the Central Bidding Website(www.centralbidding.com) in writing via addenda, which will be provided to all prospective proposers who have formally requested the RFQ.

2.11 Late Submissions

Proposals received after the submission deadline will not be considered. JRA is not responsible for delays caused by mail, courier services, or electronic submission issues. Proposers are encouraged to submit their proposals well in advance of the deadline.

2.12 Rejection of Proposals

JRA reserves the right to reject any and all proposals, waive irregularities, and request clarification or additional information from any proposer at its sole discretion. Proposals that are incomplete, do not comply with the requirements of this RFQ, or are submitted by firms deemed not responsible may be rejected without further consideration.

2.13 Title VI of the Civil Rights Act

Jackson Redevelopment Authority hereby notifies all bidders that in compliance with Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000d to 2000d-4 that all bidders will be afforded full opportunity to submit bids in response to this invitation and will not be



discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.

JRA is committed to the principle of non-discrimination in public contracting. It is the policy of the Jackson Redevelopment Authority to promote full and equal business opportunity for all persons doing business with JRA.

SECTION 3 – SCOPE OF WORK

3.1 Background

The Jackson Redevelopment Authority (JRA) is committed to revitalizing and repurposing historic properties to support economic growth, entrepreneurship, and community engagement. As part of this mission, JRA is developing **Station Works at Union Station**. Station Works will be in Union Station, a key transportation hub and historic landmark in downtown Jackson. This initiative seeks to transform underutilized space within Union Station into a dynamic, modern co-working environment that fosters innovation, collaboration, and business development.

Union Station, a significant architectural and historical asset, serves as a central point for regional and intercity travel, making it an ideal location for a co-working space that caters to startups, small businesses, remote workers, and creative professionals. The adaptive reuse of this space aligns with JRA's broader efforts to enhance economic vibrancy and maximize the potential of Jackson's historic urban core.

Through this Request for Qualifications (RFQ), JRA seeks experienced interior design firms with a strong portfolio in commercial and co-working space design. The selected firm will work closely with JRA to create an inspiring, functional, and efficient workspace that seamlessly integrates modern amenities while respecting the building's historic character. This project represents an opportunity to contribute to the continued transformation of downtown Jackson into a thriving business and innovation district.

3.2 General Scope of Work

The selected firm will provide expert interior design services to support the development of Station Works at Union Station. The scope of work includes design concept development, space planning, selection of finishes, materials, and furnishings, regulatory compliance with preservation standards, and project management to ensure that the design aligns with both the functional needs of the co-working space and the historic character of Union Station. These efforts will support JRA's mission of creating a vibrant, modern workspace while preserving the unique architectural features of this historic property.

A. Project Assessment & Programming

A comprehensive project assessment and programming phase will be conducted to establish a strong foundation for the interior design of Station Works at Union Station. This phase will ensure that the design aligns with JRA's vision, meets the needs of end-users, and enhances the historic character of the space. The key components of this phase include:

1. Conduct a Site Analysis to Assess the Existing Conditions of the space within Union Station

- Perform an on-site evaluation to document existing architectural features, structural elements, mechanical systems, lighting conditions, and spatial constraints.
- Identify historical design elements that must be preserved, restored, or adapted to maintain the integrity of Union Station.
- Assess the current state of HVAC, electrical, and plumbing systems to determine modifications necessary for modern office use.
- Evaluate natural light availability, acoustics, and ventilation to enhance occupant comfort and productivity.
- Conduct a code compliance review to ensure that the proposed design adheres to all local, state, and federal regulations, including ADA accessibility requirements.

2. Develop a Design Concept that Aligns with JRA's Vision for a Modern Co-Working Space while Preserving the Historic Character of Union Station

- Create preliminary design concepts and mood boards that balance contemporary workplace aesthetics with the timeless elegance of Union Station.
- Develop space utilization plans that enhance functionality while maintaining an open, collaborative atmosphere.
- Explore ways to incorporate historical elements, such as exposed brick, vintage lighting, original flooring, and other architectural details, while integrating modern furnishings and fixtures.
- Propose branding and thematic elements that reflect JRA's commitment to economic development and community revitalization.
- Present multiple design iterations to JRA for review and refinement before proceeding to the next phase.

This phase will ensure that the interior design of Station Works is historically sensitive, highly functional, and aligned with contemporary workspace trends, setting the stage for a transformative project in downtown Jackson.

B. Space Planning & Layout Design

A well-thought-out space planning and layout design is essential to creating a co-working environment that is functional, adaptable, and welcoming to a diverse group of users. The selected firm will be responsible for developing an optimized floor plan that balances efficiency, flexibility, comfort, and accessibility while preserving the historic integrity of Union Station.

1. Create an Optimized Floor Plan that Maximizes Functionality, Flexibility, and Comfort for Users

- Develop a strategic space plan that enhances workflow, minimizes disruptions, and fosters an engaging work environment.
- Incorporate zoning strategies that define different functional areas while maintaining a cohesive and natural flow throughout the space.
- Ensure efficient space utilization by optimizing square footage for both dedicated and shared workspaces.
- Consider ergonomics and user comfort, integrating appropriate lighting, sound control measures, and temperature regulation to enhance productivity.
- Design for scalability and adaptability, allowing for future modifications as business needs evolve.

2. Define Workstations, Collaborative Areas, Meeting Rooms, Private Offices, Event Spaces, and Common Areas

To accommodate the diverse needs of co-working space users, the design should incorporate a variety of functional zones, including:

- **Workstations**
 - A mix of hot desks, dedicated desks, and shared tables to provide flexible work options.
 - Height-adjustable desks and ergonomic seating for user comfort.
 - Power and data access points to support technology needs.
- **Collaborative Areas**
 - Open team collaboration zones with comfortable seating and writable walls for brainstorming.
 - Semi-private pods or booths for smaller group discussions.
 - Acoustic solutions to mitigate noise disruptions.

- **Meeting Rooms**
 - Private and semi-private conference rooms of varying sizes, equipped with:
 - Video conferencing technology
 - Whiteboards/digital screens
 - Soundproofing for privacy
 - Phone booths or small soundproof rooms for private calls and virtual meetings.
- **Private Offices**
 - Enclosed office spaces for small businesses, startups, and professionals needing dedicated workspaces.
 - Configurable layouts to accommodate solo entrepreneurs and small teams.
 - Secure access for privacy and exclusivity.
- **Event Spaces & Training Rooms**
 - Multi-functional event space for workshops, networking events, and community gatherings.
 - Equipped with movable seating, projection screens, and stage areas for adaptability.
 - Sound and lighting systems to support various event formats.
- **Common Areas & Lounge Spaces**
 - Reception area with concierge services and guest check-in.
 - Breakout lounges with comfortable seating for casual work and social interaction.
 - Kitchenette and coffee bar with communal dining areas.
 - Wellness spaces such as meditation rooms or quiet zones to enhance work-life balance.

3. Incorporate Universal Design Principles to Ensure Accessibility and Inclusivity

- Ensure all areas meet ADA (Americans with Disabilities Act) compliance for seamless accessibility.
- Provide step-free access, wide hallways, and automatic doors to accommodate individuals with mobility challenges.
- Incorporate adjustable-height desks and countertops for users with varying physical needs.
- Implement signage with braille and high-contrast visuals for visually impaired users.
- Utilize acoustic treatments and quiet zones to accommodate individuals with sensory sensitivities.
- Offer a diverse range of seating and workstation options to cater to different work preferences and abilities.

By integrating these elements into the Space Planning & Layout Design, the Station Works will provide a versatile, comfortable, and accessible environment that enhances productivity and fosters innovation while preserving the historic charm of Union Station.

C. Interior Design & Material Selection

The selected firm will develop a comprehensive interior design concept that respects the historic character of Union Station while creating a modern, functional, and inspiring co-working environment. The design should blend timeless architectural features with contemporary workspace innovations to foster collaboration, creativity, and efficiency.

1. Develop Interior Design Concepts that Balance Historic Preservation with Contemporary Work Environments

- **Respect & Highlight Historic Elements**
 - Preserve and incorporate original architectural details such as exposed brick, wood paneling, decorative moldings, and arched windows.
 - Restore or replicate historic lighting fixtures where feasible, blending them with modern lighting solutions.
 - Highlight heritage materials (e.g., reclaimed wood, wrought iron, marble) in the design to maintain authenticity.
- **Modern Functionality & Aesthetics**
 - Integrate open-concept layouts that encourage interaction while maintaining designated quiet areas.
 - Use glass partitions to maintain an airy feel while providing acoustic privacy.
 - Blend industrial, mid-century modern, and contemporary design styles to reflect both Union Station's legacy and today's dynamic work culture.
- **User-Centric Design for Enhanced Experience**
 - Incorporate biophilic design elements such as natural light, greenery, and sustainable materials to improve well-being.
 - Provide acoustically optimized zones, balancing collaborative energy with quiet, focused work areas.
 - Ensure seamless technology integration for modern workplace needs, including high-speed internet access, smart lighting, and wireless charging stations.

2. Select Furniture, Fixtures, and Equipment (FF&E) that Enhance Productivity and User Experience

- **Workstations & Seating**
 - Mix of height-adjustable desks, ergonomic task chairs, communal work tables, and soft seating areas for a variety of work styles.
 - Lounge seating and modular furniture that adapts to different needs.

- Flexible workspace dividers that allow users to create personal or team spaces as needed.
- **Meeting & Collaboration Spaces**
 - Conference room tables with built-in power outlets and integrated A/V solutions for seamless virtual meetings.
 - Acoustic phone booths and private work pods for focused tasks.
 - Writable walls or digital collaboration boards in brainstorming areas.
- **Lighting & Fixtures**
 - Layered lighting design incorporating ambient, task, and accent lighting to create a warm yet functional workspace.
 - Energy-efficient LED lighting that complements historic chandeliers and pendant fixtures.
 - Adjustable desk and floor lamps for personalized lighting needs.
- **Technology & Equipment**
 - Smart office solutions, including wireless charging stations, automated booking systems for meeting rooms, and IoT-enabled climate controls.
 - Acoustic treatments such as sound-absorbing panels to reduce noise distractions.
 - Integrated touchless entry and access control systems for enhanced security and convenience.

3. Provide Recommendations for Finishes, Materials, Lighting, and Color Schemes that Complement Union Station’s Historic Character

- **Flooring**
 - Preserve and refinish existing hardwood or terrazzo floors where possible.
 - Introduce area rugs and soft flooring in certain areas to enhance comfort and noise control.
 - Use durable, low-maintenance materials such as polished concrete or natural stone where appropriate.
- **Wall Treatments**
 - Maintain original brick and plaster walls, incorporating modern accents through art and feature walls.
 - Use warm, neutral palettes with deep, rich tones that reflect Union Station’s vintage charm.
 - Install acoustically optimized panels in shared areas to minimize noise while maintaining aesthetics.
- **Ceiling Design**
 - Preserve and restore exposed beams or original ceiling details to enhance the station’s character.
 - Introduce modern suspended lighting elements that blend with the historical aesthetic.



- **Color Scheme & Branding Elements**

- Blend earthy tones and deep, sophisticated colors (e.g., navy blue, forest green, warm browns) with accents of brass, copper, or black for a timeless look.
- Integrate Station Works branding elements in subtle yet impactful ways (e.g., signage, upholstery, artwork).

By thoughtfully curating furniture, materials, lighting, and finishes, the Station Works Co-Working Space will be a visually compelling, highly functional, and historically respectful environment that enhances productivity while celebrating Union Station’s rich architectural heritage.

D. Technology & Infrastructure Integration

The selected firm will ensure that Station Works is equipped with state-of-the-art technology and infrastructure to support a modern, connected, and highly functional work environment. The integration of advanced workplace solutions should enhance productivity, collaboration, and convenience while maintaining the historic integrity of Union Station.

1. Ensure Seamless Incorporation of Modern Workplace Technology

To provide users with a cutting-edge, high-performance workspace, the design must seamlessly integrate technology that enhances connectivity, security, and efficiency without compromising the station’s historic character.

- **High-Speed Internet & Network Infrastructure**

- Implement a robust fiber-optic or gigabit-speed wireless network to accommodate high-bandwidth activities such as video conferencing, cloud computing, and large file transfers.
- Install Wi-Fi access points strategically throughout the space to ensure uninterrupted coverage with minimal signal interference.
- Provide secure, segmented Wi-Fi networks for members, guests, and staff to protect sensitive data and enhance cybersecurity.

- **Video Conferencing & Digital Collaboration Tools**

- Equip meeting rooms and private offices with high-definition video conferencing systems that support platforms like Zoom, Microsoft Teams, and Google Meet.
- Incorporate wireless screen-sharing and digital whiteboards for seamless collaboration in conference rooms and brainstorming areas.
- Provide soundproofed phone booths and private work pods for confidential virtual meetings and focused work.

- **Smart Office Solutions for Productivity & Convenience**

- Implement IT-enabled systems for automated lighting, climate control, and occupancy sensors, ensuring energy efficiency and a comfortable work environment.
- Integrate hot-desking technology that allows users to reserve workstations and meeting rooms via a mobile app or web-based platform.
- Install touchless access control systems (e.g., keycard or mobile credential-based entry) to enhance security and user convenience.

2. Coordinate with IT and Engineering Teams for Efficient Electrical and Data Infrastructure Planning

A well-planned electrical and data infrastructure is critical to the functionality of the co-working space. The design team must work closely with IT specialists, electrical engineers, and contractors to ensure a seamless, future-proof integration of technology.

- **Electrical & Power Management**

- Ensure ample power outlets and USB charging stations are distributed throughout the space, including at individual workstations, collaborative zones, and common areas.
- Install floor boxes and cable management systems to maintain a clean, clutter-free environment while allowing easy connectivity.
- Implement backup power solutions (e.g., UPS systems or generator support) to prevent disruptions during power outages.

- **Structured Cabling & Data Infrastructure**

- Design a centralized network hub to manage data connections efficiently while minimizing exposed cabling.
- Use structured cabling systems (Cat6A or fiber-optic wiring) to support high-speed data transmission and future scalability.
- Plan for expandable IT infrastructure, allowing for future upgrades as technology evolves.

- **Security & Surveillance**

- Implement a comprehensive security system including CCTV cameras, motion detectors, and remote monitoring capabilities.
- Provide secured access to private offices and server rooms with keycard, biometric, or mobile-based entry controls.
- Ensure fire alarm, emergency lighting, and evacuation systems are integrated with modern safety standards.

By incorporating advanced workplace technology and infrastructure planning, the Station Works Co-Working Space will be a tech-enabled, future-ready environment that supports



seamless connectivity, enhanced productivity, and security while preserving the historic integrity of Union Station.

E. Construction Documentation & Compliance

The selected firm will be responsible for preparing comprehensive construction documentation that ensures the successful execution of the Station Works while adhering to all regulatory, accessibility, and historic preservation standards. The firm must work closely with architects, engineers, and contractors to maintain the integrity of the design throughout the construction process.

1. Prepare Detailed Construction Documents

To guide contractors and builders effectively, the firm will develop precise and comprehensive construction documents, including:

- Floor Plans: Detailed layouts illustrating the spatial arrangement of workstations, meeting rooms, collaborative areas, private offices, common areas, and amenities.
- Elevations & Sections: Vertical and cross-sectional drawings to convey design intent, structural elements, and material selections.
- Reflected Ceiling Plans (RCPs): Drawings showing lighting fixtures, ceiling designs, HVAC systems, and any suspended elements.
- Finish Plans & Material Schedules: Specifications for flooring, wall treatments, millwork, furniture, and finishes that align with both modern workspace functionality and Union Station's historic character.
- Mechanical, Electrical, and Plumbing (MEP) Coordination: Documentation ensuring compatibility between interior design elements and essential infrastructure systems.
- FF&E (Furniture, Fixtures & Equipment) Specifications: Comprehensive list detailing product selections, dimensions, finishes, and installation requirements.

The documentation must be detailed, clear, and fully coordinated to prevent construction errors, minimize costly revisions, and ensure design consistency.

2. Ensure Compliance with Building Codes, ADA Regulations & Historic Preservation Guidelines

The interior design must meet all federal, state, and local regulations, including:

Building Codes & Life Safety Standards

- Comply with the International Building Code (IBC), National Fire Protection Association (NFPA) standards, and local ordinances.
- Integrate fire-rated materials, proper egress pathways, emergency lighting, and fire suppression systems.

ADA (Americans with Disabilities Act) & Universal Design

- Ensure all areas (including workstations, meeting rooms, restrooms, and common areas) are fully accessible to individuals with disabilities.
- Implement appropriate doorway widths, ramp access, elevator requirements, and workstation heights to foster inclusivity.
- Provide accessible seating and adjustable-height work surfaces to accommodate diverse user needs.

Historic Preservation & Adaptive Reuse Standards

- Align designs with historic preservation guidelines to maintain the architectural integrity of Union Station.
- Use materials, finishes, and fixtures that complement the building's historic character while allowing for modern upgrades.
- Work with local historic preservation authorities and planning agencies to ensure compliance with regulations governing modifications to historic structures.

3. Collaborate with Architects, Engineers & Contractors to Maintain Design Integrity

The selected firm will play a critical role in overseeing the implementation of the design by actively collaborating with the project team, including:

- Architects: Ensure that design elements align with the overall architectural vision and structural feasibility.
- Engineers (Structural, MEP, IT & Fire Protection): Coordinate designs with mechanical, electrical, plumbing, and fire safety infrastructure.
- Contractors & Construction Teams: Provide ongoing consultation, conduct site visits, and resolve any design-related construction challenges.

The firm will be responsible for:

- Conducting pre-construction meetings to review plans and expectations with the construction team.
- Performing periodic site inspections to verify that construction aligns with design intent.
- Addressing RFIs (Requests for Information) and change orders while minimizing disruptions.
- Assisting in the final walkthrough and punch list process to ensure quality control and adherence to the original vision.

By ensuring thorough documentation, compliance, and collaboration, the project will achieve a seamless blend of modern functionality, accessibility, and historic preservation, making the



Station Works Co-Working Space a premier destination for entrepreneurs and professionals in Jackson.

F. Project Management & Coordination

The selected firm will provide comprehensive project management and coordination services to ensure the Station Works is delivered on time, within budget, and in alignment with JRA's vision. The firm will serve as a key liaison between stakeholders, ensuring seamless communication, timely decision-making, and proactive problem-solving throughout the project's lifecycle.

1. Attend Regular Meetings & Maintain Stakeholder Alignment

The firm will actively participate in regular project meetings with JRA staff, architects, engineers, contractors, and other key stakeholders to:

- Ensure consistent alignment on project goals, priorities, and milestones.
- Address design modifications or refinements based on feedback and evolving project needs.
- Provide technical expertise on design-related matters, including material selections, space planning, and FF&E integration.
- Facilitate discussions on budget constraints, regulatory requirements, and construction feasibility to maintain project efficiency.
- Document meeting outcomes and track action items to ensure accountability and progress.

These meetings may include:

- Kick-off & Visioning Sessions – To establish design objectives and success criteria.
- Design Review Meetings – To present and refine design concepts.
- Progress & Coordination Meetings – To resolve any issues that arise during implementation.
- Final Walkthrough & Closeout Meetings – To review completed work and address any final adjustments.

2. Provide Progress Updates, Cost Estimates & Timelines

To ensure project transparency and accountability, the firm will provide regular reports that track:

- Design Progress: Updates on concept development, space planning, and material selections.

- **Construction Status:** Summaries of on-site progress, potential risks, and any required adjustments.
- **Budget & Cost Estimates:** Ongoing assessments of material costs, labor expenses, and potential cost-saving opportunities to keep the project financially sustainable.
- **Project Timelines:** Detailed milestone tracking, including key deliverables and anticipated completion dates.
- **Risk Management Strategies:** Identification of potential delays or cost overruns and proactive solutions to mitigate risks.

These updates will help JRA make informed decisions and ensure the project remains on schedule and within budget.

3. Assist JRA in Reviewing Construction Progress & Resolving Design Challenges

The firm will play a proactive role in monitoring construction activities and ensuring that all work aligns with the approved design vision and quality standards. Key responsibilities include:

- **Site Visits & Inspections**
 - Conduct regular site visits to observe construction progress and identify any deviations from the design plan.
 - Provide real-time feedback to contractors to ensure proper execution of interior finishes, layouts, and material applications.
 - Verify that all elements, including workstations, meeting areas, lighting, and furniture, are installed according to specifications.
- **Design Issue Resolution**
 - Address unforeseen design challenges that may arise due to construction constraints, material availability, or structural modifications.
 - Propose alternative solutions that maintain design integrity while accommodating necessary adjustments.
 - Work collaboratively with architects, engineers, and contractors to implement any required refinements efficiently.
- **Final Design Quality Assurance & Closeout Support**
 - Assist in conducting punch list reviews to identify and rectify any deficiencies before project handover.
 - Ensure all design elements meet JRA's expectations, regulatory requirements, and historic preservation guidelines.
 - Support JRA in reviewing and approving final work before project completion and occupancy.

Ensuring a Successful Project Delivery

By providing effective project management, proactive coordination, and hands-on oversight, the selected firm will ensure that the Station Works Co-Working Space is delivered as a high-



quality, functional, and aesthetically cohesive environment that supports entrepreneurship, collaboration, and economic development in Jackson.

3.3 Proposed Schedule

The timeline for the RFQ process and subsequent contract execution is outlined below:

- **RFQ Issued:** January 31, 2025
- **RFQ Publication Dates**
 - First Publication: Friday, January 31, 2025
 - Second Publication: Friday, February 7, 2025
- **Pre-Bid Meeting and Site Visit:** February 10, 2025, at 9:00 AM at Union Station
- **Deadline for Submission of Questions:** February 14, 2025, by 12:00 PM Central Time
- **Proposal Submission Deadline:** February 18, 2025, by 5:00 PM Central Time
- **RFQ Opening:** February 19, 2025, by 9:00 AM Central Time JRA Office, 218 S. President Street, Jackson, MS 39201
- **Proposal Evaluation Period:** February 19–20, 2025
- **Interviews with Selected Firms (if applicable):** February 21, 2025
- **Contract Award Date:** February 26, 2025
- **Contract Start Date:** March 1, 2025
- **Initial Project Planning and Goal Setting:** March 1–March 31, 2025

Commencement of Services: March 2025 Ongoing services, including interior design, space planning, material selection, and regulatory compliance, will continue throughout the duration of the Station Works redevelopment effort. Regular progress reports will be provided to JRA on a monthly and quarterly basis, ensuring that the project remains aligned with both the functional needs of the co-working space and the preservation standards of Union Station.

SECTION 4: PROPOSAL AND SUBMISSION REQUIREMENTS

4.1 General Submission Requirements

Proposals must be submitted electronically through the Jackson Redevelopment Authority's (JRA) Central Bidding Portal (www.centralbidding.com) by the specified deadline. Physical copies of the proposal will not be accepted. Proposals must adhere to the structure outlined below. Any proposal that fails to follow the submission requirements, exceeds the page limits, or fails to submit within the deadline may be disqualified from consideration.

4.2 Cover Letter (1 Page)

The title page must include:

- The RFP project title
- The name of the proposing firm, address, and phone number
- The name, title, and contact information for the primary contact person for the proposal
- Date of submission
- RFP number (if applicable)

4.3 Firm Profile & Experience (1 Page)

- Name, address, and website of the firm.
- Overview of the firm’s history, mission, and areas of expertise.
- Description of experience related to the RFQ
- List of three (3) similar projects completed within the last five years, including:
 - Project name and location.
 - Description of services provided.
 - Project budget and timeline.
 - Client name and contact information for reference.

4.4 Project Approach & Methodology (4 Pages)

- A detailed narrative outlining the firm’s approach to the work being requested.
- Understanding of project objectives, including functionality, aesthetics, accessibility, and historic preservation.
- Proposed methodology for engaging stakeholders, conducting site assessments, and integrating technology and infrastructure.
- Approach to planning, material selection, and regulatory compliance, building codes, and historic preservation guidelines.

4.5 Project Team & Key Personnel (3 Pages)

- Names, roles, and qualifications of key personnel assigned to the project.
- Resumes for each team member, including relevant project experience.
- Identification of any sub-consultants or partner firms and their roles.

4.6 Work Plan & Schedule (3 Page)

- A proposed timeline and work plan covering all phases of the project, from initial planning to final design completion and construction.
- Identification of key milestones, deliverables, and review points.
- Strategy for maintaining project deadlines and ensuring timely completion.

4.7 References

- Contact information for at least three (3) references from past clients for similar projects.
- Include client name, organization, phone number, email, and a brief description of the completed project.

4.8 Fee Structure & Compensation *(For Informational Purposes Only – Not Evaluated as Part of RFQ Selection)*

- General approach to fee structure, including anticipated pricing model (hourly rates, lump sum, or percentage of project cost).



- Estimated budget range based on past experience with similar projects. *(Note: This RFQ is for qualifications only; fees will be negotiated during contract discussions.)*

4.9 Compliance Statement (1 Page)

- Discussion of the Proposer's use of Disadvantaged Business Enterprises (DBEs) in the performance of this work.
- Disclosure of any actual, apparent, or potential conflicts of interest
- Statement of compliance with state and federal requirements in conducting the Scope of Work

4.10 Required Forms & Certifications

- Completed RFQ Response Form (provided as part of the RFQ package).
- Proof of insurance coverage, including general liability and professional liability.
- Business license and registration documents for the firm.
- Non-Collusion Affidavit and other required legal disclosures.

4.11 Submission Guidelines

- Proposal Format:
 - Proposals must be typed and formatted professionally.
 - Pages must be numbered with clear section headings.
 - Submissions should be concise yet comprehensive, addressing all requirements.
- Submission Method:
 - Proposals must be submitted electronically through the Jackson Redevelopment Authority's (JRA) Central Bidding Portal by the specified deadline. Physical copies of the proposal will not be accepted.
 - All responses must be in PDF format.

SECTION 5: EVALUATION CRITERIA AND SELECTION PROCESS

5.1 Evaluation Criteria

The Jackson Redevelopment Authority (JRA) will evaluate all proposals based on the following criteria:

1. Relevant Experience & Past Performance – (35 points)

This section evaluates the firm's experience with projects of similar scope and complexity, particularly in adaptive reuse of historic properties and the design of co-working spaces. The goal is to determine if the firm has a proven track record of successfully completing projects with similar goals and challenges. Consideration will be given to:

- **Experience with Historic Preservation:** Firms must demonstrate successful experience in designing for historic properties while maintaining their architectural integrity.

- **Co-working Space Design:** Preference will be given to firms with experience designing flexible workspaces that foster collaboration, innovation, and productivity.
- **Project Complexity & Size:** The scope and complexity of previous projects should show that the firm can handle a project of this scale, including space planning, technology integration, and client coordination.
- **On-time and On-budget Completion:** The firm's ability to meet project timelines and stay within budget will be evaluated based on past project completion records.
- **Project Results & Impact:** The long-term success of previous projects, including how well they have served the needs of their users and contributed to community or economic development, will also be considered.

2. Project Approach & Understanding (30 Points)

This criterion assesses how well the firm understands the goals and objectives of the Station Works project and how their proposed approach aligns with the vision for the co-working space. Key elements will include:

- **Understanding of Project Objectives:** The firm should demonstrate a clear understanding of the project's goal of creating a modern, flexible, and accessible co-working space while preserving the historic charm of Union Station.
- **Design Philosophy:** The approach to blending historic preservation with contemporary design should be well-defined, showcasing how the firm plans to maintain the building's historic integrity while meeting modern needs.
- **Space Functionality & Flexibility:** The firm should articulate how they plan to design a space that fosters collaboration and creativity while allowing flexibility for different workstyles and changing needs.
- **User-Centered Design:** The proposed design should focus on the needs of the users, whether that be entrepreneurs, freelancers, or other professionals, by providing an innovative, comfortable, and productive working environment.
- **Technology Integration:** The firm should show how modern technologies (e.g., high-speed internet, video conferencing) will be seamlessly integrated to support a dynamic, tech-enabled workplace.

3. **Qualifications & Expertise of Key Personnel (25 Points)**

The qualifications of the firm's leadership and key project team members will be evaluated to ensure that the team has the expertise necessary to successfully execute the project. Key aspects to consider include:

- **Relevant Experience of Key Personnel:** Resumes and professional experience of the design team, including the project manager, lead interior designer, and any specialists (e.g., historic preservation consultant, accessibility consultant) should be aligned with the project requirements.
- **Team Roles and Responsibilities:** A clear outline of who will lead each phase of the project (conceptual design, space planning, materials selection, etc.), with each member's role and responsibilities detailed to ensure the team is well-equipped to manage the project.
- **Expertise in Historic Preservation:** Experience in managing projects involving historic buildings or adaptive reuse is particularly important, as it ensures that the team will be able to navigate the unique challenges that come with preserving historic features while creating modern, functional spaces.
- **Design Innovation and Problem-Solving Skills:** The qualifications of the team should indicate a history of creative solutions and innovative design, especially in complex or challenging projects.
- **Professional Certifications & Accreditations:** Key personnel should hold relevant certifications (e.g., LEED, NCIDQ) or have other credentials that demonstrate expertise and dedication to high standards in interior design.

4. **References & Client Feedback (10 Points)**

References will provide valuable insight into the firm's past performance, client satisfaction, and the firm's ability to deliver quality work. The following factors will be considered:

- **Quality of Past Work:** Feedback from previous clients regarding the quality of the firm's design work, the effectiveness of communication, and the project's overall success will be evaluated.
- **Client Satisfaction:** Clients' satisfaction with the firm's responsiveness, ability to stay within budget, and ability to meet project deadlines.
- **Long-Term Client Relationships:** Strong, ongoing relationships with previous clients, especially if the firm has provided additional services or follow-up work



after initial project completion, will demonstrate their ability to build trust and deliver continued value.

- **Specific Feedback on Similar Projects:** References from projects similar to **Station Works** will be prioritized. Client feedback on how the firm addressed unique challenges and met project goals will be particularly valuable.
- **Problem-Solving and Communication:** How well the firm worked with the client, including their ability to resolve any issues or challenges that arose during the project and maintain transparent, effective communication.

The maximum possible score is 100 points.

5.2 Evaluation Committee

An evaluation committee will be established by JRA to review and score all submitted proposals. The committee will evaluate each proposal according to the criteria outlined above and make recommendations for the selection of the successful proposer.

The committee will include JRA staff, individuals with expertise in historic preservation, urban redevelopment, and public sector project management. Members will independently assess each proposal, and all scores will be compiled to determine the highest-scoring proposal.

5.3 Oral Interviews (Optional)

JRA reserves the right to conduct oral interviews with shortlisted proposers to further evaluate qualifications and approaches. Interviews may be used to:

- Clarify or expand upon information provided in the proposal.
- Assess the firm's approach to the project.
- Evaluate the firm's ability to communicate and collaborate effectively with JRA and stakeholders.

Interviews, if conducted, will be scheduled for **February 21, 2025**. The evaluation committee will notify the selected firms and provide details regarding the interview format.

5.4 Final Selection

The final selection of the successful proposer will be based on cumulative scores from the evaluation of the written proposals and, if applicable, oral interviews. The highest-scoring firm will be recommended to JRA Board of Commissioners for contract award.



JRA reserves the right to:

- Reject any or all proposals.
- Negotiate with the selected firm(s).
- Not award a contract if no proposal is deemed suitable.

All proposers will be notified of the final decision regarding the selection process. Upon selection, the successful firm will enter contract negotiations with JRA to formalize the terms of the agreement. The contract will include specific deliverables, timelines, and compensation arrangements.

SECTION 6: CONTRACT NEGOTIATION PROCESS

6.1 Overview of the Contract Negotiation Process

After the final selection of the successful proposer, JRA will begin the contract negotiation process. This phase is intended to formalize the relationship between JRA and the selected firm and ensure that the terms and conditions of the contract are mutually agreed upon. The negotiation process will focus on defining deliverables, timelines, payment structures, performance standards, and any other key aspects of the contract that were not fully addressed in the proposal.

The successful firm will be notified in writing and will be invited to enter into negotiations with JRA. The firm will be expected to negotiate in good faith and provide the necessary documentation, resources, and information to facilitate a smooth contract negotiation.

6.2 Key Components to be Negotiated

The following elements will be discussed and finalized during the contract negotiation process:

1. Scope of Work and Deliverables

- Clear definition of the scope of services to be provided, including the specific tasks, goals, and objectives to be achieved.
- A mutually agreed-upon timeline for service delivery, including milestones and deadlines for key deliverables.

2. Compensation and Payment Terms

- Final agreement on the total compensation for the services provided, including any upfront payments, milestone-based payments, or recurring fees.
- A payment schedule and invoicing process, including any specific conditions for payment and terms related to late fees or penalties.

3. Performance Metrics and Standards

- Agreement on how performance will be evaluated, including key performance indicators (KPIs), reporting requirements, and any regular performance reviews or meetings.

- Expectations for how progress will be communicated to JRA, including regular updates and reports.

4. Timeline and Project Management

- Finalization of a detailed project timeline, including key milestones, deadlines, and benchmarks to track progress.
- Agreement on a project management approach, including how JRA and the successful firm will collaborate and communicate.

5. Termination Clauses

- Terms and conditions under which either party can terminate the agreement, including notice periods and reasons for termination.
- Procedures for handling any transition or handover of work if the contract is terminated early.

6. Confidentiality and Compliance

- Confirmation of compliance with all relevant laws, regulations, and JRA policies, including confidentiality requirements and restrictions on the sharing of sensitive information.
- Agreement on data privacy and protection, especially related to any personal or proprietary data shared during the contract.

7. Indemnification and Liability

- Final terms regarding indemnification provisions, including any liabilities the firm may assume for actions taken or omissions during the contract period.
- Agreement on the insurance requirements for the firm, including types and amounts of coverage.

8. Dispute Resolution Process

- Procedures for resolving disputes, including any required mediation, arbitration, or legal steps, and agreement on the jurisdiction or venue for any legal action.

6.3 Duration of Negotiations

Contract negotiations are expected to begin within one week following the selection of the successful proposer. JRA aims to finalize the negotiations and execute a contract within two weeks of commencing negotiations, though the exact timeline may vary depending on the complexity of the contract terms and the responsiveness of both parties.

Should there be any delays or challenges during the negotiation process, both parties are expected to work collaboratively to resolve any issues in a timely manner. If, for any reason, a mutually acceptable agreement cannot be reached, JRA reserves the right to discontinue



negotiations with the selected firm and begin negotiations with the next highest-scoring proposer or consider alternative solutions.

6.4 Contract Execution

Once the terms have been finalized, JRA will prepare the official contract document. The contract must be signed by an authorized representative of both JRA and the selected firm. This signed contract will serve as the formal agreement between the parties and will define the rights and responsibilities of each in providing federal lobbying services.

The contract executed will include the agreed-upon deliverables, timelines, compensation, and all other negotiated terms. It will be legally binding once signed by both parties and will serve as the governing document for the duration of the contract.

7.1 Funding Source

Funding for this project is provided through legislation from the State of Mississippi. As a result, the selected Respondent must comply with all applicable state rules, regulations, and requirements governing the use of these funds. This includes, but is not limited to, adherence to state procurement laws, reporting requirements, and compliance with applicable labor and contracting regulations.



7.1 RFQ SUBMITTAL FORM

Request for Qualifications (RFQ) for Interior Design Services

Submission Deadline: February 18, 2025, 5:00 PM CT

RFQ Number: 25-001

1. Proposer Information

Firm/Individual Name: _____

Primary Contact Person: _____

Title/Position: _____

Address: _____

City, State, ZIP: _____

Phone Number: _____

Email Address: _____

Website (if applicable): _____

2. Proposal Overview

Proposed Cost for Services: \$ N/A _____

Proposed Contract Term (Years): _____

Summary of Experience (Attach Details): _____

3. Certifications

The undersigned certifies that:

- This proposal is made in good faith and complies with the requirements of the Request for Proposals.
- The proposer understands and agrees that the Jackson Redevelopment Authority reserves the right to reject any or all proposals and to waive any irregularities in the proposal process.
- The proposer agrees to comply with all applicable federal, state, and local laws and regulations.

Authorized Signature: _____

Name (Print): _____

Title: _____

Date: _____



4. Required Attachments

The following documents must be included with this form:

1. **Proposal Narrative:** Describe the approach, scope of work, and proposed methodology for delivering federal lobbying services.
2. **Qualifications and Experience:** Provide details of relevant experience and past performance. Include resumes of key personnel.
3. **References:** Provide at least three references for similar projects.
4. **Proof of Insurance:** General liability and professional liability
5. **Certifications and Licenses:** Include proof of any applicable certifications or licenses.
6. **DBE:** Discussion of the Proposer's use of Disadvantaged Business Enterprises (DBEs) in the performance of this work.
7. **Disclosure:** Any actual, apparent, or potential conflicts of interest
8. **Statement of Compliance:** State and federal requirements in conducting the Scope of Work

5. Submission Instructions

Proposals must be submitted no later than **February 18, 2025, at 5:00 PM Central Time**. Late submissions will not be considered. Proposals will only be accepted electronically.

- **Electronic Submissions:** Upload to www.centralbidding.com.

For questions regarding this RFQ, please contact:

Christopher G. Pike, Executive Director

Phone: 601-960-1815

Email: Bids@jrams.org

6. Acknowledgment:

By submitting this proposal, the proposer acknowledges receipt of all RFQ documents, including any amendments or clarifications.

Proposer's Signature: _____

Name (Print): _____

Title: _____

Date: _____