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**RFQ 25-004 Architectural/Design Services Restroom Renovations at  
Union Station**

Jackson Redevelopment Authority

Project documents obtained from [www.CentralBidding.com](http://www.CentralBidding.com)

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RFQ NUMBER: 25-004

Request for Qualifications (RFQ)

For

Architectural/Design Services

Restroom Renovations at Union Station

(Professional Services)



**REQUEST FOR PROPOSALS  
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## SECTION 0 – ADVERTISEMENT FOR BID

### ADVERTISEMENT FOR BIDS

### REQUEST FOR ARCHITECTURAL/DESIGN AND CONSTRUCTION MANAGEMENT | RESTROOM RENOVATIONS

**RFQ NUMBER: 25-004**

The Jackson Redevelopment Authority (JRA) hereby gives notice that it is soliciting sealed proposals from qualified firms or individuals to provide Architectural and Design Services for the complete design, development and construction management of the Pullman Porter Food Hall at Union Station. The selected firm will work with JRA to reimagine and modernize the old restaurant facilities while preserving the historical integrity of Union Station. This project supports JRA's mission to enhance public amenities and promote the adaptive reuse of historic properties as part of its broader urban renewal efforts 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](http://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](http://www.centralbidding.com).
2. Jackson Redevelopment Authority's website: [www.jrams.org](http://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](mailto: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 proposals from qualified firms or individuals to provide Architectural/Design Services for Restroom Renovations at Union Station. The selected firm will assist JRA in designing and overseeing the renovation of restrooms at Union Station, ensuring compliance with accessibility standards, building codes, and high-quality design specifications. This partnership will support JRA’s mission of revitalizing urban renewal zones and advancing economic and community development 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](http://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](mailto: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](http://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 RF. 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](http://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](http://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**

Union Station, located in the heart of downtown Jackson, Mississippi, is a historic landmark that serves as a key transportation hub and community asset. Over the years, the restroom facilities at Union Station have experienced significant vandalism and deferred maintenance, leading to their current state of disrepair. These facilities are outdated, do not meet modern accessibility standards, and have suffered damage from both neglect and intentional harm.

As part of the Jackson Redevelopment Authority’s ongoing efforts to restore and revitalize Union Station, JRA is undertaking a project to replace and repair the restroom facilities. The goal of this renovation is to not only restore the restrooms to a functional and welcoming condition but also to ensure they meet current safety, accessibility, and building code standards. The project will include the complete replacement and repair of the damaged restroom areas, including structural repairs, plumbing updates, and the installation of durable, vandal-resistant materials.

### **3.2 General Scope of Work**

The selected firm will be responsible for the design of the new restroom spaces, which must address the issues of vandalism, provide durable finishes that require minimal maintenance, and ensure full compliance with the Americans with Disabilities Act (ADA). In addition, the design should respect the historic character of Union Station, maintaining the architectural integrity of this landmark while providing modern, high-quality, and functional restroom facilities.

### **Scope of Work for Restroom Replacement and Repair at Union Station**

#### **Project Overview:**

The Jackson Redevelopment Authority (JRA) seeks to engage a qualified architectural/design firm to provide comprehensive services for the replacement and repair of restroom facilities at Union Station in downtown Jackson. The restrooms have experienced significant vandalism and deferred maintenance, leading to their current state of disrepair. The selected firm will be responsible for providing design, planning, and oversight during the construction phase to bring these facilities up to modern standards while preserving the historic character of Union Station.

### Key Objectives:

1. **Restore and Repair Restrooms:** Renovate and upgrade the restrooms to create safe, functional, and accessible spaces that meet ADA standards, building codes, and the needs of Union Station’s diverse user base. The design must address the issues of vandalism and deferred maintenance.
2. **Durability and Vandalism Resistance:** Use durable, vandal-resistant materials and finishes to minimize ongoing maintenance and ensure the long-term sustainability of the facilities.
3. **Historic Integrity:** Maintain the historic architectural character of Union Station in all design aspects, ensuring the restrooms blend harmoniously with the station’s overall aesthetic.
4. **Compliance with Building Codes and ADA Standards:** Ensure all work complies with relevant local, state, and federal regulations, including the Americans with Disabilities Act (ADA).
5. **Maintenance Plan Development:** Create a comprehensive maintenance plan and schedule for the JRA Maintenance Team to ensure the long-term upkeep of the renovated restroom facilities, with a focus on minimizing future vandalism and ensuring the facilities remain in excellent condition.

### Scope of Services:

#### 1. Design Phase:

- **Site Analysis:**
  - Conduct a thorough inspection of the existing restroom facilities to assess structural, plumbing, and electrical conditions.
  - Document and evaluate the extent of vandalism and deferred maintenance.
  - Identify areas needing immediate repair or replacement and those requiring design modifications to meet safety and accessibility standards.
- **Conceptual Design:**
  - Develop conceptual designs for the renovated restrooms that address the functional needs, aesthetic qualities, and durability requirements.
  - Propose layouts that enhance user flow, privacy, and comfort while ensuring ease of maintenance and repair.
  - Select durable, vandal-resistant materials for finishes such as flooring, countertops, fixtures, and walls. Ensure that selected materials align with the station’s historic character and are sustainable.
- **Compliance with ADA:**
  - Ensure restroom layouts comply with ADA accessibility standards, including door widths, clearances, turning spaces, grab bars, sink height, and other necessary accommodations for users with disabilities.

- **Historic Preservation:**

- Ensure the design respects and complements the historic nature of Union Station, including preserving any architectural details that are integral to the station's design.
- Coordinate with preservation consultants or local historic review boards, if applicable, to ensure compliance with preservation guidelines.

## **2. Design Development and Documentation:**

- **Construction Drawings:**

- Develop detailed construction drawings based on the conceptual design. These drawings should include precise measurements, materials specifications, and construction techniques.
- Provide specifications for plumbing, electrical, and mechanical work required for the renovation, ensuring compliance with current codes and regulations.
- Prepare a list of materials, finishes, and products, specifying their durability, ease of maintenance, and suitability for the building's function.

- **Cost Estimation:**

- Provide a detailed cost estimate for the proposed renovation based on the developed design, including material, labor, and any additional costs related to the vandalism repairs or structural work.
- Work with JRA to ensure that the project stays within budget.

- **Permit Application:**

- Assist JRA with the preparation of any necessary permits or approvals from local, state, or federal agencies for the renovation project.
- Coordinate with the City of Jackson's building department to ensure all work complies with local building codes and regulations.

## **3. Bidding and Procurement:**

- **Bid Package Preparation:**

- Prepare a comprehensive bid package for contractors, including all architectural drawings, specifications, and other documentation required for the construction phase.

- **Bid Review:**

- Assist JRA in reviewing contractor bids to ensure that the proposals align with the project goals, budget, and timeline.
- Provide recommendations for the selection of a qualified contractor, ensuring that the chosen contractor has experience with similar renovation projects, particularly those involving historic properties.

#### 4. Construction Administration:

- **Construction Oversight:**

- Provide oversight during the construction phase to ensure that the work is progressing according to the approved design, schedule, and budget.
- Conduct regular site visits to monitor quality control and compliance with the design specifications and contract documents.
- Address any issues that arise during construction, including design clarifications, change orders, or unanticipated challenges related to the condition of the building.

- **Final Inspection and Punch List:**

- Conduct a final inspection of the completed work to ensure all aspects of the renovation are completed to satisfaction.
- Create a punch list of any remaining tasks or corrections needed before the project is deemed complete.

#### 5. Post-Construction Support:

- **As-Built Documentation:**

- Provide as-built drawings and documentation reflecting any changes made during construction.
- Ensure that all warranties, maintenance instructions, and other necessary documents are provided to JRA.

- **Training and Handover:**

- Provide JRA with training on the operation and maintenance of any new fixtures or systems introduced during the renovation (e.g., plumbing systems, automatic doors, etc.).

- **Final Report:**

- Submit a final report summarizing the design, construction process, any issues encountered, and the final outcomes, including a summary of the project's impact on the revitalization of Union Station.

#### 6. Maintenance Plan and Schedule:

- **Maintenance Plan Development:**

- Develop a comprehensive maintenance plan for the JRA Maintenance Team that outlines routine and preventative maintenance tasks necessary to keep the renovated restrooms in excellent condition.
- The plan should cover key maintenance areas such as plumbing systems, fixtures, flooring, lighting, and the prevention of vandalism (e.g., use of anti-graffiti coatings, vandal-resistant materials, etc.).
- Include recommended schedules for cleaning, inspections, and minor repairs.

- **Maintenance Schedule:**
  - Provide a detailed, actionable maintenance schedule, including recommended timelines for routine checks, seasonal maintenance, and periodic replacements of key restroom components (e.g., lighting, plumbing, or fixtures).
  - Ensure the schedule aligns with JRA’s operational capabilities and staffing levels.
- **Ongoing Support:**
  - Offer post-renovation support for up to one year, assisting JRA with troubleshooting any issues that may arise and making adjustments to the maintenance plan as necessary.

### 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 11:00 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 11:00 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 architectural design, construction oversight, and regulatory compliance, will continue throughout the duration of the restroom renovation project, with regular progress reports provided to JRA on a monthly and quarterly basis.

## 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](http://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. Firm Experience and Qualifications (35 Points)**

- Experience in providing architectural and engineering services for restroom renovation projects, particularly within historic buildings or districts.
- Proven track record of successfully completing restroom renovation projects for historic properties, ensuring compliance with preservation standards while maintaining the building's architectural integrity.
- Quality and depth of references that demonstrate the firm's ability to deliver similar services, particularly in renovation projects focusing on functionality, safety, and accessibility for historic properties.

#### **2. Key Project Staff and Expertise (25 Points)**

- Qualifications and experience of the proposed key staff members who will be assigned to this project, particularly their expertise in architectural design, restroom systems, accessibility standards, and preservation compliance.
- Ability to assign skilled personnel with demonstrated experience in working on restroom renovation projects for historic buildings and navigating preservation and accessibility requirements.

#### **3. Methodology and Approach (30 Points)**

- The firm's approach to addressing the restroom renovation requirements outlined in the scope of work, including specific strategies for identifying, prioritizing, and executing repairs or upgrades to plumbing, fixtures, finishes, and accessibility features.
- Strategies for ensuring compliance with historic preservation guidelines, building codes, ADA standards, and other applicable regulatory requirements throughout the project.
- Communication practices, including how the firm will keep JRA informed of progress, coordinate with stakeholders, and manage any potential challenges or adjustments during the renovation process.

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

- Quality and relevance of client references that speak to the firm's past performance, particularly in relation to similar restroom renovation and historic preservation projects.





- Client feedback regarding the firm’s ability to meet deadlines, adhere to budgets, communicate effectively, and deliver high-quality results in accordance with preservation and accessibility standards.
- Demonstrated ability to build strong client relationships and respond to project challenges in a timely and effective manner.

The maximum possible score is 100 points.

## 5.2 Evaluation Committee

An evaluation committee will be established by the 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 Historic Tax Credit Consulting and Architectural Services.
- 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 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 the 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.
- 3. A payment schedule and invoicing process, including any specific conditions for payment and terms related to late fees or penalties.**

#### 4. 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.

#### 5. 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.

#### 6. 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.

#### 7. 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.

#### 8. 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.

#### 9. 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 executed contract 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 RFQ SUBMITTAL FORM**  
**Request for Qualifications (RFQ): Architectural/Design Services**  
**Restroom Renovation Union Station**  
**Submission Deadline: February 18, 2025, 5:00 PM CT**  
**RFP Number: 25-004**

**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](http://www.centralbidding.com).

For questions regarding this RFQ, please contact:

Christopher G. Pike, Executive Director

Phone: 601-960-1815

Email: [Bids@jrams.org](mailto: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:** \_\_\_\_\_