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**RFQ 25-006 - Architect/Design Services The Kitchen Collective at Union Station**

Jackson Redevelopment Authority

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

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RFQ NUMBER: 25-006

Request for Qualifications (RFQ)

For

Architectural/Design Services

The Kitchen Collective 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 FOR THE KITCHEN COLLECTIVE AT UNION STATION

RFQ NUMBER: 25-006

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 Kitchen Collective at Union Station. The selected firm will work with JRA to reimagine and modernize underutilized space for the development of a commercial kitchen facility 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 support the development of The Kitchen Collective. The selected firm will assist JRA in shaping the vision, operations, and strategic growth of The Kitchen Collective, ensuring its success as a hub for culinary entrepreneurship and economic development. This partnership will advance JRA’s mission of revitalizing urban renewal zones and fostering community and business growth 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 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](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**

The Jackson Redevelopment Authority (JRA) is dedicated to the revitalization of Union Station, a historic property in the heart of Jackson, Mississippi. As part of its broader mission to foster economic development and support local entrepreneurs, JRA plans to convert underutilized space within Union Station into a state-of-the-art commercial kitchen. This kitchen will serve as a hub for food entrepreneurs, providing them with a professional space to prepare food for catering services, retail sales, and food service operations.

By transforming this space, JRA seeks to encourage job creation, promote small business growth, and attract investment to the surrounding area. The commercial kitchen will also serve as a cornerstone of JRA's broader strategy to revitalize urban spaces and support the development of food-related enterprises within the City of Jackson. Through this project, JRA aims to enhance Jackson's culinary scene while contributing to community development and the economic revitalization of the downtown area.

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

The Jackson Redevelopment Authority (JRA) is seeking a qualified firm to provide comprehensive services for the design, documentation, and construction management for the conversion of underutilized space within Union Station into a commercial kitchen facility. The scope of work includes multiple phases, from initial concept development through the construction phase and final handover of the space to JRA. The project will involve collaboration with multiple stakeholders to ensure the kitchen space meets regulatory standards, promotes food entrepreneurship, and aligns with JRA's broader economic development goals.

#### **1. Pre-Design and Planning Phase**

- **Needs Assessment:** Conduct meetings with JRA, stakeholders, and potential future kitchen tenants to assess needs, space requirements, equipment preferences, and operational workflows for the kitchen.
- **Feasibility Study:** Review the existing space in Union Station to assess structural integrity, utility infrastructure (water, electricity, gas), and compliance with health and safety codes for commercial kitchens.

- **Regulatory Research:** Identify and outline local, state, and federal regulations applicable to commercial kitchen operations, including health department requirements, fire safety codes, and ADA compliance.
- **Budget and Schedule Development:** Prepare a detailed cost estimate and timeline for the design and construction phases. This should include materials, labor, permits, equipment, and contingency costs.
- **Site Survey:** Conduct a thorough site survey to evaluate the existing conditions of the space, including structural elements, utilities, HVAC systems, and other infrastructure components necessary for the kitchen's operations.

## 2. Design Phase

- **Space Planning and Layout Design:**
  - Develop a layout that maximizes efficiency and workflow, incorporating food preparation, storage, cleaning, and packaging areas.
  - Design the kitchen with adequate space for multiple tenants (e.g., catering services, food vendors) to operate simultaneously, ensuring compliance with operational standards for food safety and handling.
  - Provide designs for support spaces, including staff restrooms, storage rooms, and administrative areas if required.
  - Consider and incorporate sustainable design practices, such as energy-efficient appliances, water-saving plumbing fixtures, and environmentally friendly materials.
- **Equipment Selection:**
  - Identify necessary kitchen equipment (stoves, ovens, refrigerators, sinks, etc.) and assess space and utility requirements for each.
  - Recommend equipment that complies with local health and safety standards and is suitable for commercial-scale operations.
- **Building Systems Design:**
  - Collaborate with engineers to integrate the required mechanical, electrical, and plumbing (MEP) systems, including exhaust hoods, ventilation, HVAC, and appropriate power and gas services.
  - Design the systems to ensure compliance with codes and promote the safe, efficient operation of the commercial kitchen.
- **Design Documentation:**
  - Provide full architectural drawings, including floor plans, elevations, and cross-sections of the kitchen space.
  - Develop detailed construction documents for all aspects of the project, including MEP systems, finishes, and material specifications.
  - Coordinate with engineers to provide necessary structural, electrical, plumbing, and mechanical plans.

### 3. Permitting and Approvals Phase

- **Permit Applications:**
  - Submit the final construction documents to the local planning and zoning authorities for review and approval.
  - Work with JRA to secure all necessary permits, including building, health department, fire marshal, and any other required local, state, or federal approvals.
- **Health and Safety Approvals:**
  - Coordinate with the local health department and fire marshal to ensure the design meets health, safety, and fire code requirements for commercial kitchens.
  - Ensure that the space is designed to pass necessary inspections and receive certifications for safe food handling and preparation.

### 4. Construction Phase

- **Construction Management:**
  - Oversee the construction of the commercial kitchen, managing all construction activities, contractors, and subcontractors to ensure adherence to the design and timeline.
  - Monitor the progress of construction, ensuring the project stays within budget and on schedule.
  - Address any issues or changes that arise during construction promptly, with minimal disruption to the project timeline.
- **Quality Control and Inspections:**
  - Perform regular site inspections to monitor the quality of workmanship and ensure compliance with design specifications and applicable codes.
  - Coordinate with JRA to schedule inspections by the necessary regulatory agencies (health department, fire marshal, etc.) at appropriate stages of construction.
- **Equipment Procurement and Installation:**
  - Assist JRA in procuring the kitchen equipment identified during the design phase.
  - Oversee the installation of kitchen equipment and systems, ensuring that they are properly integrated into the space and functioning as designed.
- **Systems Commissioning:**
  - Test and commission all MEP systems, including HVAC, plumbing, electrical, and ventilation systems.
  - Verify that all systems are operational, safe, and compliant with codes before the space is turned over.

## 5. Post-Construction Phase

- **Final Inspection and Punch List:**
  - Conduct a thorough final inspection of the kitchen space to ensure that all construction elements meet the design specifications and that all systems are fully functional.
  - Prepare a punch list of any remaining items to be addressed, and oversee the completion of these items.
  
- **Handover to JRA:**
  - Provide JRA with all necessary documentation, including as-built drawings, operation manuals for installed equipment, and warranties.
  - Conduct a final walk-through with JRA to ensure satisfaction and address any final questions or concerns.
  
- **Training and Support:**
  - Provide training for JRA staff on the operation of equipment and systems in the kitchen.
  - Offer ongoing support for any technical issues related to equipment or systems during the initial phase of operations.

The successful firm will be expected to collaborate closely with JRA, local stakeholders, and regulatory agencies throughout all phases of the project. The goal is to transform Union Station into a vibrant, functional space that supports culinary entrepreneurship while contributing to the economic revitalization of downtown 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 1:00 PM 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 1:00 PM 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 operational consulting, kitchen design support, and regulatory compliance, will continue throughout the duration of The Kitchen Collective development. The selected firm will provide regular progress updates and reports to JRA on a monthly and quarterly basis, ensuring the project remains on track and compliant with all relevant standards and regulations.

## **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 services for the development of shared commercial kitchen spaces, particularly within historic buildings or districts.
- Proven track record of successfully completing renovations for historic properties, ensuring compliance with preservation standards while adapting spaces for modern food-related uses such as commercial kitchens, food incubators, and shared cooking spaces.
- Quality and depth of references that demonstrate the firm's ability to deliver similar services, with a focus on adaptive reuse, functionality, safety, and accessibility in historic properties for food service and production.

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

- Qualifications and experience of the proposed key staff members assigned to this project, particularly their expertise in commercial kitchen design, systems integration, accessibility standards, and historic preservation compliance.
- Ability to assign skilled personnel with demonstrated experience in working on adaptive reuse projects for historic buildings, balancing the preservation of historic elements with the operational needs of food entrepreneurs and shared kitchen spaces.
- Experience in coordinating design solutions that integrate modern kitchen functionality with the preservation of historic features, while ensuring all safety and accessibility requirements are met.

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

- The firm's approach to addressing the project's requirements, including strategies for designing and modernizing kitchen facilities, common areas, and shared spaces for food vendors, while preserving the building's historic character.
- Strategies for ensuring compliance with preservation guidelines, building codes, ADA standards, and other applicable regulatory requirements, ensuring that the kitchen spaces and facilities are both functional and accessible for all users.





- Communication practices, including how the firm will keep JRA informed of progress, coordinate with key stakeholders (including city officials, historical preservationists, and food entrepreneurs), and manage any challenges or adjustments that arise throughout the renovation process.

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

- Quality and relevance of client references that speak to the firm’s past performance in adaptive reuse and historic preservation projects, particularly in creating shared spaces like commercial kitchens and food hubs.
- Client feedback regarding the firm’s ability to meet deadlines, adhere to budgets, communicate effectively, and deliver high-quality results that balance modern kitchen operations with historic preservation standards.
- Demonstrated ability to build strong client relationships and respond to project challenges in a timely and effective manner, particularly in complex, multi-phase renovations.

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.
- 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 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**  
**The Kitchen Collective Union Station**  
**Submission Deadline: February 18, 2025, 5:00 PM CT**  
**RFP Number: 25-006**

**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: \$** \_\_\_\_\_  
**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:** \_\_\_\_\_