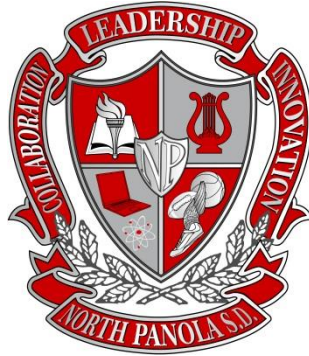


# REQUEST FOR QUALIFICATIONS



## NORTH PANOLA SCHOOL DISTRICT

Attn: Dr. Deatrice White  
Director of Federal Programs  
470 Hwy. 51 North  
Sardis, MS 38666

Dr. Deatrice White  
[dwhite@northpanolaschools.org](mailto:dwhite@northpanolaschools.org)  
Phone: (662) 487-2305  
Fax: (662) 487-2050

**Due Date: May 14, 2021 at 1:00 p.m.**

**NORTH PANOLA SCHOOL DISTRICT**  
**REQUEST FOR QUALIFICATIONS (RFQ) for**  
**Architectural and Engineering Services**

**ISSUE DATE:** April 30, 2021  
**RFQ REFERENCE:** RFQ – ESSER II Project  
**RFQ DUE DATE:** Friday, May 14, 2021 at 1:00 p.m. CST

**A. General Information**

The North Panola School District (NPSD) is soliciting Request for Qualifications through competitive bidding procedures from qualified entities to provide architectural and engineering services.

**B. Purpose**

To assist North Panola School District in plans to upgrade HVAC systems, install air purification systems, replace exterior doors and replace and/or repair windows

**C. Primary Contact**

Any questions related to this RFQ should be directed to Dr. White at [dwhite@northpanolaschools.org](mailto:dwhite@northpanolaschools.org).

No submitting potential vendor shall contact any representative from the North Panola School District for purposes related to this proposal with the exception of the superintendent, on or after the date of publication of this RFQ.

**D. Submission Deadline and Procedure**

The packaged proposal shall be submitted to the North Panola School District by the stated deadline.

By Mail: North Panola School District  
ATTN: RFQ - ESSER II Project  
470 Highway 51 North  
Sardis, MS 38655

By Email: [dwhite@northpanolaschools.org](mailto:dwhite@northpanolaschools.org)  
With **RFQ - ESSER II Project** in the Subject line

## **E. Purchase Description**

These services are federally-funded projects and will be funded with Elementary and Secondary School Emergency Relief Funds (ESSER II). These services shall be provided to North Panola School District prior to the end of fiscal year 2023. All relevant federal and state purchasing laws and regulations are to be followed.

## **F. Evaluation factors**

The following criteria will be taken into consideration when making the selection:

- A clear understanding of scope of work and related objectives are reflected in the submission
- Documented past performance (with references)
- Proposed scheduling timeline meets the needs
- Project management plan included
- Record of reliability of timely delivery and on-time and on-budget implementation
- Relevant experience documented by employees (and/or subcontractors) performing similar work

## **G. Performance Schedule**

Work is anticipated to begin on or soon after June 1, 2021, and completed by June 30, 2023.

## **H. Contract Terms and Conditions**

The desired outcome of this project will be selection of the architect to visit, review, and evaluate systems at school facilities throughout North Panola School District to upgrade HVAC units, exterior doors, air purification units, and windows with new and more efficient systems to improve the indoor air quality.

## **SCOPE OF WORK**

- Visit, review, and evaluate HVAC systems at each school facility.
- Assist the District in planning a timeline to procure new HVAC systems to replace old systems, new exterior doors, air purification systems, and windows.
- Assist District representatives in developing options to utilize more efficient management systems that meet fresh air specifications and upgrade air quality.
- Advertise for new HVAC systems, exterior doors, air purification units, and windows
- Have a project manager available during the work performed to ensure compliance with all requirements and regulations

## CONDITIONS OF SOLICITATION

1. Any proposal submitted in response to the RFQ shall be in writing. Any proposal received after the time and date set for receipt of proposals is late. No late proposal, late modification, or late withdrawal will be considered.
2. The award of a contract for any proposal is contingent upon the following:
  - Favorable evaluation of the vendor's review;
  - Past successful experience working with NPSD; and,
  - Approval of the vendor by the NPSD school board
3. The contract awarded under this Request for Qualifications is contingent on the availability of funds to NPSD for this project under ESSER II. In the event funds are not available, any contract resulting from this RFQ will become void immediately.

## SUBMISSION REQUIREMENTS

The submitting bidder should provide the following, at a minimum, in response to the Request for Qualifications:

- The name and profile of the vendor;
- The proposed approach to address the Scope of Work;
- The vendor's experience or capacity for providing this service to buildings and areas similar to the North Panola School District;
- A general work plan or timetable for delivering services;
- Key personnel who will be responsible for contractual agreement with resumes available upon request; and,
- Pricing plan, if possible

The deadline to submit proposals is **by 1:00 p.m. on Friday, May 14, 2021**, whether mailed, hand-delivered, or emailed.

It is the intent of the North Panola School District to make every effort to be fair and equitable in its dealings with all candidates for selection. However, the NPSD reserves the right to reject any submission received in response to this Request for Qualifications. Issuance of this Request for Qualifications does not commit the North Panola School District to award a contract, to pay any costs incurred in preparation of a RFQ, or to procure related services or supplies.