

**NESHOBA COUNTY, MISSISSIPPI**  
**NESHOBA COUNTY BOARD OF SUPERVISORS**

**REQUEST FOR QUALIFICATIONS**  
**MASTER ARCHITECTURAL, ENGINEERING, PLANNING,**  
**STRATEGIC PLANNING AND RELATED PROFESSIONAL SERVICES**

**Solicitation Date: September 8, 2026**  
**Submission Deadline: Thursday, October 15, 2026 at 12:00 PM**

Neshoba County Board of Supervisors  
401 Beacon Street, Suite 201  
Philadelphia, Mississippi 39350

## ADVERTISEMENT FOR REQUEST FOR QUALIFICATIONS

The Neshoba County Board of Supervisors solicits Requests for Qualifications (RFQs) from qualified architectural, engineering, planning, strategic planning, and related professional service firms interested in entering into a Master Professional Services Agreement for various County projects through December 31, 2027.

Anticipated services include architectural and engineering services; facility planning and design; renovations and new construction; infrastructure and site planning; capital improvement planning; strategic planning related to County facilities, infrastructure, community facilities and capital projects; feasibility studies; needs assessments; surveying and specialty services; construction administration; and related professional services.

Detailed requirements and specifications for this solicitation are available from the Neshoba County Board of Supervisors website at [www.neshobacounty.net](http://www.neshobacounty.net), at 401 E Beacon Street, Suite 201, Philadelphia, MS 39350, by calling 601-656-6281 or via email request at [info@neshobacounty.net](mailto:info@neshobacounty.net).

Projects funded in whole or in part with federal grant funds are expressly excluded from this solicitation and any resulting Master Agreement.

Selection will be qualifications-based. Respondents shall not submit fee proposals with their initial proposal. Compensation will be negotiated after selection and based on the projects to be undertaken.

The responses to this Request for Qualifications solicitation are due no later than 12:00 PM Central Time on Thursday, October 15, 2026, at the Neshoba County Board of Supervisors, C/O Chancery Clerk Gidget Tate, 401 E Beacon Street, Suite 107, Philadelphia, Mississippi 39350. Proposals may be submitted online at [www.neshobacounty.net/bids](http://www.neshobacounty.net/bids) under the correct response solicitation. Late submissions will not be considered.

Neshoba County reserves the right to reject any or all RFQs, request additional information, conduct interviews, select one or more firms, waive minor informalities, and take any action authorized by law.

Published by Order of the Board of Supervisors on September 8, 2026.

# REQUEST FOR QUALIFICATIONS

## I. INTRODUCTION

Neshoba County seeks qualified professional firms for a Master Architectural, Engineering, Planning, Strategic Planning and Related Professional Services Agreement. The County may use selected firms for individual assignments as needs arise during the remainder of the current Board of Supervisors' term, presently anticipated through December 31, 2027, subject to applicable law, funding, and Board authorization.

## II. PURPOSE

The purpose is to establish a qualified professional-services resource capable of responding to projects of varying size, scope and complexity. Selection does not guarantee any minimum number or dollar value of assignments.

## III. ANTICIPATED SERVICES

### A. Architectural Services

- Architectural programming and facility assessments
- Space and facility planning
- Conceptual, schematic and design-development services
- Construction documents and specifications
- Renovation, remodeling, additions and new construction
- Accessibility and code evaluations
- Construction administration, observation and close-out

### B. Engineering Services

- Civil, structural, mechanical and electrical engineering
- Site development, drainage and stormwater
- Parking and utility infrastructure
- Water/wastewater and related facilities
- Structural evaluations and specialty engineering
- Permitting and construction-related services

### C. Strategic Planning and County Planning Services

- Strategic planning related to County priorities, County projects, County facilities, infrastructure, capital projects and community facilities
- Capital improvement and long-range facility planning
- Needs assessments and feasibility studies
- County property utilization and space planning
- Project prioritization, implementation planning and conceptual budgeting
- Stakeholder meetings, presentations and coordination with County officials, State officials, Federal officials and staff

### D. Construction-Related Services

- Bid/procurement assistance, pre-bid conferences and addenda
- Bid evaluation assistance
- Pay application and change-order review
- Construction administration and observation
- Substantial/final completion and punch-list services

### E. Specialty Services

- Land surveying
- Geotechnical and environmental services
- Landscape architecture and planning
- Cost estimating and energy analysis
- Other specialty services through the Respondent or qualified subconsultants

#### IV. FEDERAL-FUNDED PROJECTS EXCLUDED

This Master Agreement is not intended for projects funded in whole or in part with federal grant funds. Such projects may be subject to federal procurement standards, funding-agency requirements, grant terms and conditions, and other applicable requirements. The County reserves the right to conduct separate procurements for such projects.

#### V. MASTER AGREEMENT / PROJECT AUTHORIZATIONS

The Master Agreement will establish general terms and conditions but will not obligate the County to assign work. Individual projects may be authorized by project-specific scope, task order, authorization to proceed, supplemental agreement, or other written authorization approved by the County. No work may begin without appropriate written authorization.

#### VI. QUALIFICATIONS-BASED SELECTION

The County intends to evaluate demonstrated competence and qualifications. Proposed evaluation criteria:

| Criterion                                | Weight | Considerations                                                               |
|------------------------------------------|--------|------------------------------------------------------------------------------|
| Qualifications of Professional Personnel | 25%    | Licensure, experience, expertise and availability                            |
| Relevant Experience                      | 25%    | Comparable governmental, institutional, infrastructure and facility projects |
| Past Performance                         | 20%    | Quality, responsiveness, schedule and client relationships                   |
| Capacity and Availability                | 15%    | Workload, staffing, response time and ability to manage assignments          |
| Approach to County Services              | 10%    | Project management, communication, quality control and responsiveness        |
| Local/Regional Experience                | 5%     | Knowledge of local conditions, processes and permitting                      |

Total: 100 points. The County may refine criteria for a specific project when appropriate.

#### VII. RFQ SUBMISSION REQUIREMENTS

##### A. Cover Letter

- Legal name, addresses and contact information
- Professional disciplines and interest in the Master Agreement
- Authorized representative signature

##### B. Firm Profile

- History, ownership and organization
- Years in business and Mississippi locations
- Professional staff, disciplines, registrations and certifications

##### C. Key Personnel

- Names, titles, licenses, years of experience
- Relevant project experience, role and anticipated availability

##### D. Relevant Experience

- Projects from the past five years emphasizing comparable work

- Client, location, description, size, services, dates, personnel and references

#### **E. Capacity and Availability**

- Current workload, staffing, response time, meeting availability and ability to manage multiple assignments

#### **F. Approach**

- On-call project management, communication, scheduling, cost control, documentation and quality assurance

#### **G. Subconsultants**

- Identify anticipated subconsultants, disciplines, qualifications and relevant experience

#### **H. References**

- At least three comparable client references with contact information

### **VIII. FEES AND COMPENSATION**

Do not submit fees with the initial RFQ submission. Following selection, compensation for individual assignments will be negotiated in accordance with applicable Mississippi law and may be established by lump sum, hourly rates, reimbursable expenses, or other appropriate methodology.

### **IX. INTERVIEWS**

The County may conduct interviews or request presentations and clarifications. If conducted, the County may consider understanding of County needs, personnel, communication, management approach, responsiveness and availability.

### **X. SELECTION AND NEGOTIATION**

The County may select one or more qualified firms. For individual projects, the County may negotiate with the firm determined most qualified for that assignment. If agreement cannot be reached, the County may proceed in accordance with applicable law. No firm is entitled to an assignment.

### **XI. TERM**

The anticipated Master Agreement term begins upon execution and continues through December 31, 2027, unless earlier terminated. Any extension, renewal, amendment or replacement is subject to applicable law and Board action.

### **XII. CONFLICTS OF INTEREST**

Respondents shall disclose actual, potential or perceived conflicts of interest and comply with applicable Mississippi law.

### **XIII. INSURANCE**

Before performing services, selected firms shall provide evidence of insurance reasonably required by the County, which may include general liability, automobile liability, workers' compensation, professional liability/errors and omissions, and other appropriate coverage.

### **XIV. LICENSURE**

All services requiring professional licensure shall be performed by persons and firms properly licensed and authorized to practice in Mississippi.

### **XV. PUBLIC RECORDS**

RFQ submissions are subject to applicable Mississippi public-records law. Respondents should identify information they contend is confidential or proprietary and provide the legal basis for the designation.

### **XVI. COUNTY RIGHTS**

- Reject any or all RFQs
- Cancel or modify the RFQ
- Request clarification or additional information
- Conduct interviews
- Select one or more firms

- Procure particular projects separately
- Waive minor informalities
- Decline to enter a Master Agreement
- Take other action authorized by applicable law

#### **XVII. SUBMISSION FORMAT**

Submit one original, if paper based, or one electronic PDF copy, if submitted electronically. RFQs should not exceed 50 pages total including, resumes, licenses, forms and appendices.

Mark submissions: STATEMENT OF QUALIFICATIONS – MASTER ARCHITECTURAL AND RELATED PROFESSIONAL SERVICES along with the date and time of responses being due on the outside envelope if submitted in paper form. If submitted electronically, submit under the correct sealed bid solicitation at [www.neshobacounty.net/bids](http://www.neshobacounty.net/bids). While this is an RFQ, it is submitted under the electronic bidding platform of the County as it provides the requirements necessary for submission and acceptance of sealed proposals.

#### **XVIII. QUESTIONS AND COMMUNICATIONS**

Questions shall be submitted in writing to the County Administrator at 401 Beacon Street, Suite 201, Philadelphia, Mississippi 39350 or via email to [info@neshobacounty.net](mailto:info@neshobacounty.net), by 12:00 PM on October 8, 2026. Offering firms are encouraged to check the Neshoba County website for any addenda issued in advance of the deadline. Respondents shall not contact individual members of the Board of Supervisors concerning this RFQ except as authorized by the County.

#### **XIX. SUBMISSION DEADLINE**

Statements of Qualifications must be received by 12:00 PM Central Time on Thursday, October 15, 2026, at Neshoba County Board of Supervisors, C/O Chancery Clerk Gidget Tate, 401 E Beacon Street, Suite 107, Philadelphia, Mississippi 39350 or electronically via [www.neshobacounty.net/bids](http://www.neshobacounty.net/bids). Late submissions will not be considered.

STATEMENT OF QUALIFICATIONS RESPONSE FORM CONTINUES NEXT PAGE

RESPONDENT CERTIFICATIONS FORM CONTINUES ON PAGE EIGHT

## STATEMENT OF QUALIFICATIONS RESPONSE FORM

Respondent shall complete this form and include it as the first page of the Statement of Qualifications.

Legal Firm Name: \_\_\_\_\_

Primary Address: \_\_\_\_\_

Local/Mississippi Office: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Professional Disciplines: \_\_\_\_\_

Years in Business: \_\_\_\_\_

Mississippi License/Registration Information: \_\_\_\_\_

The undersigned certifies that the information submitted is true and correct to the best of the Respondent's knowledge and that the Respondent understands the qualifications-based nature of this solicitation.

Authorized Signature: \_\_\_\_\_

Printed Name/Title: \_\_\_\_\_

Date: \_\_\_\_\_

## RESPONDENT CERTIFICATIONS

1. The Respondent is properly authorized to conduct business in Mississippi.
2. The Respondent and proposed professionals possess required licenses.
3. The Respondent has disclosed known conflicts of interest, if any.
4. The Respondent understands selection is based on qualifications and demonstrated competence.
5. No fee proposal is included with this initial RFQ.
6. The Respondent understands selection does not guarantee work or compensation.
7. The Respondent agrees to comply with applicable Mississippi law and County requirements.
8. The Respondent understands Federal grant-funded projects are excluded unless separately procured or authorized in compliance with applicable requirements.

Firm: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_