



LAUDERDALE COUNTY BOARD OF SUPERVISORS

2600 Courthouse Blvd, 2nd Floor
Meridian, Mississippi 39301
601-482-9746

REQUESTS FOR QUALIFICATIONS

RFQ NO. LC102-2026: ARCHITECTURAL INTERIOR DESIGN & CONSTRUCTION SERVICES

PACKET INCLUDES THE FOLLOWING:

- Advertisement
- Overview
- Background
- General Requirements
- Instructions for Proposers
- Information for Qualifications Content
- Forms
 - Addenda Form
 - Proposal Data/Certification Forms

RESPONSE DUE BY FRIDAY, NOVEMBER 20, 2026, NOT LATER THAN 10:00 A.M. CT

PROPOSALS WILL BE RECEIVED - THERE WILL NOT BE A PUBLIC OPENING

NO LATE RESPONSES WILL BE ACCEPTED

Firm Name

LEGAL NOTICE
ADVERTISEMENT FOR BID PROPOSALS

NOTICE is hereby given that the Board of Supervisors of Lauderdale County, Mississippi, will receive sealed proposals until **10:00 a.m. on Friday, November 20, 2026**, for the following:

RFQ NO. LC102-2026: ARCHITECTURAL INTERIOR DESIGN AND CONSTRUCTION SERVICES

The above shall be proposed per detailed specification on file in the Office of the Purchase Clerk, 2600 Courthouse Blvd, 2nd Floor, Meridian, MS 39301, (601) 482-9746, which may be obtained upon request or by visiting either the website of Lauderdale County Board of Supervisors at www.lauderdalecounty.org or Central Bidding at www.centralbidding.com.

Electronic Proposals can be submitted via Central Bidding at www.centralbidding.com.

Sealed Proposals can be submitted by mail via USPS, by courier service i.e., FedEx or by hand to the Lauderdale County Purchasing Department, 2600 Courthouse Blvd, 2nd Floor, Meridian, MS 39301, Monday thru Friday between the hours of 8:00 a.m. to 5:00 p.m. Envelopes must be received by the acceptance date and time listed above.

Each proposal must be received in a sealed envelope which is marked in the lower left-hand corner with the words "ARCHITECTURAL INTERIOR DESIGN & CONSTRUCTION SERVICES", "RFQ #LC102-2026", and the "PROPOSAL DUE DATE". Adherence to the proposal specifications is strongly recommended, as alternate proposals will not be considered.

From the proposals submitted, the Board of Supervisors shall select the most qualified based on price, and other relevant factors, negotiate and enter into a contract, all pursuant to Section 31-7-13, Mississippi Code of 1972, as amended. All proposals offered will be read aloud. All proposals will be accepted and evaluated by the Lauderdale County staff.

The board reserves the right to reject any, and all proposals received and to waive informalities.

**LAUDERDALE COUNTY REQUEST FOR PROPOSALS:
RFQ NO. LC102-2026 – ARCHITECTURAL INTERIOR DESIGN
AND CONSTRUCTION SERVICES**



A. OVERVIEW:

The Lauderdale County Board of Supervisors welcomes and invites qualified firms for Architectural Services for the design and construction of the project site located at 2525 14th Street Meridian, MS 39301 and 1300 26th Avenue Meridian, MS 39301.

This Request for Qualifications is seeking firms with the qualifications and staff resources necessary to perform any and/or all of the following: assessment, planning concept/preliminary design, final design, bidding, construction oversight, and administration management services to renovate the 2-Story, 20,000 sq. ft. Emergency Services Building that suffered damage due to flooding.

This RFQ in no way commits Lauderdale County to award a contract, to pay any costs incurred in the preparation of a submission, or to procure, or contract for the services. The County reserves the right to accept or reject or cancel in part, or in its entirety, offers received as a result of this request if deemed to be in the best interest of the County to do so.

B. BACKGROUND:

Lauderdale County Emergency Services Building was built in 1946 with a brick exterior and has served as the central operations location for:

- Emergency Management
- Fire Services
- Permit
- E-911.

The 2-story building has an estimated 10,000 sq. ft. per floor; each floor has a separate entrance and physical address.

The County is looking to demo and remodel the building's interior. No addition to the existing building/structure is required.

C. GENERAL REQUIREMENTS:

The company, including principals, project managers, and key personnel, shall have relevant experience of similar work and shall be competent to perform the services required under this RFQ.

The work contemplated is professional in nature. It is understood that the company, acting as an individual, corporation, or other legal entity, is of professional status, and is licensed, as appropriate, to perform in the State of Mississippi, and shall be governed by the professional ethics of said professions in its relationship to Lauderdale County. The company(s) shall be financially solvent. The County reserves the right to request information to determine solvency.

The company(s) shall be responsible for complying with local, state, and federal codes, legislation procedures, and regulations affecting work in their professional area.

D. INSTRUCTIONS FOR PROPOSERS:

- a. All RFQ proposals should be delivered to:
Lauderdale County Board of Supervisors
Attn: Purchasing Department
2600 Courthouse Blvd, 2nd Floor
Meridian, MS 39301
- b. Proposals must be received on or before November 20, 2025, at or before the hour of 10:00 a.m. CST. Proposals received after 10:00 a.m. may not be considered in the proposal process. The official time is determined by the clock in the office of the Purchaser.
- c. Three (3) copies of the RFQ must be placed in a sealed envelope and clearly labeled "RFQ #LC102-2026 ARCHITECTURAL INTERIOR DESIGN & CONSTRUCTION SERVICES"
If submitting electronically, only one (1) copy is required.
- d. All materials submitted in response to this RFQ become the property of Lauderdale County, upon delivery, and are to be appended to any formal documentation that would further define or expand any resulting contract.
- e. The proposals submitted will be considered public information. If proprietary information is included to support the proposal, it must be packaged separately and labeled "CONFIDENTIAL."
- f. Lauderdale County Purchasing Office will not be responsible for late or incomplete responses due to mistakes, delays of the respondent, or carrier used by the respondent, or weather delays. A postmark will not be considered proof of timely submission.

E. INFORMATION FOR QUALIFICATIONS CONTENT:

The Qualifications Proposal must follow the format identified below and be numbered accordingly.

Proposal content should not exceed 15 pages in length, excluding cover page, introductory letters, and individual resumes, which can be included in an Appendix at the back of the file.

Information not requested below can be placed in an Appendix at the back of the file.

1. Name and address of firm. Provide the full name, main office address, and tax identification number of the entity that would ultimately provide services to Lauderdale County.
2. Identify whether your firm is an individual, partnership, or corporation and the state of incorporation. Include your Form W-9.
3. Provide the name(s), address(es), and telephone number(s) of the person(s) who are authorized to negotiate with Lauderdale County, and the contact person to whom notices regarding this RFQ should be sent.

4. Principal(s) of firm, Project Architect, Project Team members and how long proposed project team has worked together.
5. Experience of firm in providing services, specifically referencing at least three (3) public facility renovation projects. Include the date of the project, project budget, and contact person for the agency that may provide information regarding the Firm's work.
6. A listing of other projects and references that the Firm believes would further support their qualifications for this assignment.
7. Experience of the Project Architect, particularly involving local governing authority/or municipality projects the Architect has managed and number of years the Architect has worked for their current firm.
8. A listing of at least two (2) of the architectural firm's current projects.
9. A listing of any pending or previous litigation over the past five years related to your firm's work in the architectural field.
10. Exceptions - The County reserves the right, without obligation, to grant exceptions to the RFQ. However, the Firm must note any exceptions, and their reasons, in their proposal. Exceptions taken will be considered during the evaluation process.

[THIS SPACE WAS INTENTIONALLY LEFT BLANK]

ADDENDA FORM

RFQ NO. LC102-2026: ARCHITECTURAL INTERIOR DESIGN AND CONSTRUCTION SERVICES

The following Addenda have been received. The modifications to the Proposal Documents noted below have been considered and all costs are included in the Proposal Total.

(If no addenda, please indicate with N/A in space provided.)

- | | |
|---------------------|-------------|
| 1. Addendum # _____ | Date: _____ |
| 2. Addendum # _____ | Date: _____ |
| 3. Addendum # _____ | Date: _____ |
| 4. Addendum # _____ | Date: _____ |

Addendum Acknowledgement:

Signature of Proposer or Authorized Agent

Date

THIS FORM MUST BE COMPLETED/SIGNED AND RETURNED WITH YOUR PROPOSAL

VENDOR PROPOSAL DATA & CERTIFICATION FORM

Page 1 of 2

RFQ NO. LC102-2026: ARCHITECTURAL INTERIOR DESIGN & CONSTRUCTION SVCS.

The affiant, _____ states with respect to this submission to County: I (we) hereby declare and warrant that no elected or appointed official, officer or employee of the County has been or shall be compensated, directly or indirectly, in connection with this bid. Should any agreement be approved in connection with this bid, vendor declares and warrants that no elected or appointed official, officer, or employee of the County, during the term of his/or her service with the County shall have any direct interest in that agreement, or obtain any present, anticipated or future material benefit arising therefrom.

My signature certifies that the accompanying proposal is not the result of or affected by any act of collusion with another person/or company engaged in the same line of business or commerce, or any act of fraud.

I hereby certify that I have full authority to bind the company and that I have personally reviewed the information contained in the proposal and this submission, and all attachments and appendices, and do hereby attest to the accuracy of all information contained in this submission, including all attachments and exhibits.

Architect License #: _____ Issuing State: _____

Name of Business: _____

Legal Address: _____

Phone (____) _____ Fax (____) _____

Type of business organization (corporation, LLC, partnership, proprietorship)

Federal ID #: _____

Signature: _____ Date: _____

Printed Name & Official Title: _____

*******PLEASE PRINT THE INFORMATION PROVIDED BELOW*******

Owner #1: Name: _____ Phone Number: _____

Owner #2: Name: _____ Phone Number: _____

Parent Company Name: _____ Phone Number: _____

(if applicable)

(SEAL-Bidder's Notary)

ATTEST: Signed and sworn (or affirmed before me on _____ (date) by
_____ (name(s) of person(s) making statement).

Print Name: _____

Signature: _____

TITLE: _____

My Commission expires _____, 20____

THIS FORM MUST BE COMPLETED/SIGNED AND RETURNED WITH YOUR PROPOSAL