

STATE OF MISSISSIPPI  
BUREAU OF BUILDING, GROUNDS AND REAL PROPERTY MANAGEMENT  
501 North West Street, Suite 1401 B, Woolfolk Building  
Jackson, Mississippi 39201  
Phone: 601/359-3621

**REQUEST FOR QUALIFICATIONS  
FOR  
PROFESSIONAL SERVICES**

1. **GENERAL:** The Department of Finance and Administration's Bureau of Building, Grounds and Real Property Management will contract for professional services for the projects listed in this document.
2. **HAZARDOUS MATERIALS:** The Bureau of Building will require all selected Professionals to manage any asbestos abatement and lead paint as a routine part of the Professional's contract. Consultants may be used; however, a separate contract for asbestos abatement or lead paint removal will not be issued by the Bureau.
3. **INSTITUTION/AGENCY IMPOSED SELECTION REQUIREMENTS:** On occasion, some institutions or agencies will request pre-interview meetings or requirements, inclusions of certain consultants, or other special conditions for acceptance of a Professional. Please be advised that none of the conditions are necessary for our selection unless issued as an Addendum to this RFQ by the Bureau of Building. The participation of any Professional in these type activities will not be considered as a part of the evaluation for selection.
4. **SELECTION PROCESS:** Professional selection will be in accordance with Bureau of Building Professional Selection Policy as identified in BOB Manual Section 400.6-B.

Evaluation criteria for short list selection for this RFQ shall be as follows (100 point scale):

1. **Past Performance:** If a firm has done prior work for Bureau or Using Agency, award up to 10 points depending upon past performance.
2. **Site Presence:** Geographic location and/or proven track record of maintaining presence on site, award up to 10 points.
3. **Project Team:** General qualifications of Prime Professional and Consultant firms as well as specific abilities of identified team members, award up to 50 points.
4. **Relevant Experience:** Experience of Project Team with projects of similar type, scale and/or complexity of subject project, award up to 20 points.
5. **Fresh Perspective:** Project Team has no/low previous work with Bureau/Using Agency but offers new perspective or additional resource, award up to 10 points.

Evaluation criteria for selection from short-listed firms for this RFQ shall be as follows (100 point scale):

1. **Project Vision:** Professional has a clear vision/strategy for project which complements vision of Bureau/Using Agency, award up to 20 points.
2. **Relationship Management:** Professional balances goals and requirement of multiple governmental entities and user groups, award up to 10 points.
3. **Quality Control (Design Phase):** Project team produces tight, defensible contract documents that minimize change orders and construction phase conflict, award up to 20 points.
4. **Quality Control (Construction Phase):** Project team provides a construction phase service which ensures proper execution of contract documents, award up to 20 points.
5. **Budget Control:** Professional produces accurate estimates and keeps firm grasp of budget requirements with goal of most efficient/best use of limited funds, award up to 10 points.
6. **Schedule Control (Design Phase):** Professional meets all submission dates and anticipates/resolves potential design issues/conflicts in a timely manner, award up to 10 points.
7. **Schedule Control (Construction Phase):** Professional promptly processes submittals, pay applications; RFI's and facilitates rapid resolution of conflicts, award up to 10 points.

5. **SUBMISSIONS:** Any individual, firm, or corporation desiring to provide services for any project listed herein, should submit the following in hard copy and digital format to the Bureau of Building, Grounds and Real Property Management in **DUPLICATE, per project.** (i.e. A separate submission is required for each project and each submission is to be in duplicate.)
  1. **Letter of Interest:** Each submission must be accompanied by an individual letter.
  2. **Narratives:** Include narrative(s) and any other documentation that will assist the selection committee in evaluation of the Professional and proposed Consultants by the criteria noted above.
  3. **Form M54:** Each submission must be accompanied by a completed and current Form M54, Architect-Engineer Related Services Questionnaire. This document can be found on our web page: <http://www.dfa.ms.gov/dfa-offices/bureau-of-building-grounds-and-real-property-management/bob-forms-for-aes-professionals/>
  4. **Form M55:** Each submission must be accompanied by a completed and current Form M55, Architect-Engineer Related Services for Specific Project. This document can be found on our web page: <http://www.dfa.ms.gov/dfa-offices/bureau-of-building-grounds-and-real-property-management/bob-forms-for-aes-professionals/> M55 Item 7 must include entries for key personnel for the following six (6) project assignments:
    1. **KEY PRINCIPAL** - will be totally responsible for the project.
    2. **DESIGN PROFESSIONAL** - will be responsible for overall design and planning of the project.
    3. **CONTRACT DRAWINGS** - will be responsible for the actual production of the contract drawings.
    4. **CONTRACT SPECIFICATIONS** - will be responsible for the actual preparation of contract specifications.
    5. **BIDDING PROCESS AND CONSTRUCTION CONTRACT PREPARATION** - will be responsible for the bidding process and preparation of the construction award contract.
    6. **CONSTRUCTION OBSERVATION** - will be responsible for construction observation of the project. As required but not less than twice a month.
    7. **JOINT VENTURE** – if your entity is proposing a joint venture (partnership / collaboration / etc.) – please list same in the M55 Box 3 for Firm (or Joint Venture) Name & Address. Before award, the Joint Venture will need a Federal ID number and registration at the Mississippi Secretary of State. Insurance requirements would be E&O for the Joint Venture entity but individual firm Workers Comp policies would be acceptable.
6. **PROPRIETARY INFORMATION:** Any page(s) of proposal that proposer considers to contain “trade secrets” or confidential commercial or financial information shall be submitted on different color paper than non-confidential pages and be marked in the upper right hand corner with the word “CONFIDENTIAL” Failure to clearly identify will result in that information being released subject to a public records request.
7. **MODIFICATIONS TO PROPOSALS:** A Professional may modify their proposal at any time prior to the scheduled closing time indicated in the Request for Qualifications. A Professional may not modify their proposal after the scheduled closing time and prior to short-listing; however; short-listed Professionals may supplement or modify their proposal in any manner they so choose until the date and time of Professional Interviews, if conducted. If interviews are waived by Owner, no modifications will be permitted unless the Owner formally notifies short-listed Professional in writing that they have been short-listed, that interviews have been waived, and of the closing time for any modifications to be considered for final selection.
8. **IRREGULARITIES:** The omission of any information requested on the Request for Qualification may be considered as an informality, or irregularity, by the awarding public body when, in their opinion, the omitted information does not alter the Qualifications, or place other Proposers at a disadvantage.

9. **DISQUALIFICATION:** The following list of situations may disqualify a Professional from being considered:

1. Failure to comply with the Request for Qualifications' requirements.
2. Professional, or one or more of his proposed Consultants, is involved in an ongoing dispute related to the Professional's, or proposed Consultant's, execution, expertise, proficiency, or timely performance of a previous Contract with the Bureau or another state agency, university, community college or junior college.
3. Professional, or one or more of his proposed Consultants, is in arrears on existing Contract(s) with the Bureau or another state agency, university, community college or junior college.
4. Professional, or one or more of his proposed Consultants, has defaulted on a previous Contract with the Bureau or another state agency, university, community college or junior college.

10. **DELIVERY:** All submissions must be received in the Bureau of Building, Grounds and Real Property Management's Office by **5:00 p.m., on Monday, December 5, 2016**. Address all submissions to:

Bureau of Building, Grounds and Real Property Management  
501 North West Street, Suite 1401 B, Woolfolk Building  
Jackson, Mississippi 39201

11. **PROJECTS:** The Bureau of Building needs Professional Services for the following projects:

- |    |                     |                               |
|----|---------------------|-------------------------------|
| 1. | GS#                 | 101-310                       |
|    | Title:              | New Faculty and Staff Housing |
|    | Institution/Agency: | Alcorn State University       |
|    | Location:           | Lorman, Mississippi           |
|    | Project Budget:     | \$10,000,000.00               |
|    | Funding Sources:    | HB 1729, L'16                 |
|    | Professional Fee:   | C                             |

Project Scope: Planning and construction of approximately 50 units of new faculty and staff housing and related facilities and parking. Due to phased funding of \$7,500,000.00 in FY'17 and \$2,500,000.00 in FY'18, construction will also be phased with initial construction of approximately 35 to 40 units as funds permit. Initial concept is for housing to consist of townhomes located on undeveloped campus property toward the entry to campus. Consideration will be given various types of construction, however; goal will be for an efficient, cost-effective, low maintenance, long-term solution to house the faculty and staff.

Commissioning: This project will involve total building commissioning, requiring the Professional to coordinate the work of this project with the Owner's Commissioning Authority Professional. Testing, Adjusting and Balancing (TAB) services will be retained by the Commissioning Agent. The commissioning process will begin at Schematic Design Phase. Professional will coordinate work with Commissioning Agent and the Testing, Adjusting and Balancing (TAB) service provider.

Data/Communications: Professional will coordinate work with Mississippi Department of Information Technology Services (ITS). ITS involvement will begin at Schematic Design Phase.

2. GS# 103-288  
 Title: Preplan Peoples Science Renov.  
 Institution/Agency: Jackson State University  
 Location: Jackson, Mississippi  
 Project Budget: \$500,000.00  
 Funding Sources: SB 2906, L'15  
 Professional Fee: D+

Project Scope: Preplanning through Construction Document Phase of a new south-east addition and renovation to the John A. Peoples building located on the University's main campus. This existing 5-story 110,000 square foot facility, constructed in 1978, received minor envelope and roof repairs in 2003 but has not seen any significant improvements since its erection. The structure currently houses dated faculty and administrative offices, classrooms and labs which are in desperate need of updates in order to meet the demands of technology and science. The new addition is expected to house offices, support spaces, classrooms, labs and research areas while the original structure's roof will need to be replaced and its interior modified and modernized to better-suit the current departmental program requirements. The existing mechanical, electrical, communication and conveying systems will need to be addressed as well. Upon phased completion, the buildings will support the increasing academic needs of the Department of Biology and the College of Science Engineering and Technology.

Commissioning: This project will involve total building commissioning, requiring the Professional to coordinate the work of this project with the Owner's Commissioning Authority Professional. Testing, Adjusting and Balancing (TAB) services will be retained by the Commissioning Agent. The commissioning process will begin at Schematic Design Phase. Professional will coordinate work with Commissioning Agent and the Testing, Adjusting and Balancing (TAB) service provider.

Data/Communications: Professional will coordinate work with Mississippi Department of Information Technology Services (ITS). ITS involvement will begin at Schematic Design Phase.

3. GS# 105-357  
 Title: Music Building  
 Institution/Agency: Mississippi State University  
 Location: Starkville, Mississippi  
 Project Budget: \$702,500.00  
 Funding Sources: HB 1729, L'16  
 Professional Fee: C

Design and construct a new Music Department Building containing approximately 25,000 to 30,000 square feet. This new facility will be located on the North side of the existing Band Hall on the main campus. The structure will house classrooms and administrative offices to support the music program. Furnishings and equipment will also be included to support the project. The project may also include the demolition of the existing music facilities, Music Buildings A and B at the end of the project.

Commissioning: This project will involve total building commissioning, requiring the Professional to coordinate the work of this project with the Owner's Commissioning Authority Professional. Testing, Adjusting and Balancing (TAB) services will be retained by the Commissioning Agent. The commissioning process will begin at Schematic Design Phase. Professional will coordinate work with Commissioning Agent and the Testing, Adjusting and Balancing (TAB) service provider.

Data/Communications: Professional will coordinate work with Mississippi Department of Information Technology Services (ITS). ITS involvement will begin at Schematic Design Phase.

4. GS# 109-223  
Title: Clinical Research Unit  
Institution/Agency: University of Mississippi Medical Center  
Location: Jackson, Mississippi  
Project Budget: \$7,500,000.00  
Funding Sources: HB 1729, L'16  
Professional Fee: D+

Project Scope: Planning and renovation of shell space located on the 6<sup>th</sup> floor of the Adult Hospital for physicians and researchers to conduct clinical trials to advance research and patient care. Professional experience with implementation of renovation within an active and occupied hospital environment is essential.

Commissioning: This project will involve commissioning of MEP and life safety systems, requiring the Professional to coordinate the work of this project with the Owner's Commissioning Authority Professional. Testing, Adjusting and Balancing (TAB) services will be retained by the Commissioning Agent. The commissioning process will begin at Schematic Design Phase. Professional will coordinate work with Commissioning Agent and the Testing, Adjusting and Balancing (TAB) service provider.

Data/Communications: Professional will coordinate work with Mississippi Department of Information Technology Services (ITS). ITS involvement will begin at Schematic Design Phase.

5. GS# 212-066  
Title: New Ripley Center  
Institution/Agency: Northeast Mississippi Community College  
Location: Ripley, Mississippi  
Project Budget: \$3,000,000.00  
Funding Sources: HB 787, L'14; SB 2906, L'15; HB 1729, L'16  
Professional Fee: C

Project Scope: Planning and construction of approximately 10,000 SF of classroom, workforce training, office and support space in one or more buildings on a new +/-10.5 acre site in Ripley, Mississippi. Project will include drives, parking and utility infrastructure.

Commissioning: This project will involve total building commissioning, requiring the Professional to coordinate the work of this project with the Owner's Commissioning Authority Professional. Testing, Adjusting and Balancing (TAB) services will be retained by the Commissioning Agent. The commissioning process will begin at Schematic Design Phase. Professional will coordinate work with Commissioning Agent and the Testing, Adjusting and Balancing (TAB) service provider.

Data/Communications: Professional will coordinate work with Mississippi Department of Information Technology Services (ITS). ITS involvement will begin at Schematic Design Phase.

6.	GS#	321-258
	Title:	Unit 32 Feasibility Study
	Institution/Agency:	Mississippi State Penitentiary
	Location:	Parchman, Mississippi
	Project Budget:	\$150,000.00
	Funding Sources:	1729, L'16; MDOC Funds
	Professional Fee:	Special

Project Scope: Feasibility study to explore potential renovation and re-occupancy of Unit 32 at the Mississippi State Penitentiary at Parchman. Study shall include 5 housing units 32A thru 32E ranging from 46,250 GSF to 49,600 GSF as well as all towers, administration, kitchen, laundry and other support facilities. Part one of study shall include inspection and report of physical conditions of existing facilities including identification of any life safety code, ADA or other deficiencies. Part two of study shall include functional and operational analysis and report of existing facilities. Study shall include estimate of cost to renovate to bring facility back online as a fully functional, code compliant facility meeting all applicable operational, legal and correctional facility standards. A correctional consultant with technical knowledge and familiarity with legal and operational requirements is required. Selected Professional will enter into a Special lump sum contract in the amount of project budget which shall be inclusive of all work required to complete the required study, including, but not limited to: professional fees, basic service and special consultant fees, asbestos/lead testing costs as well as all printing and reproduction of draft and final reports