

STATE OF MISSISSIPPI  
OFFICE OF CAPITOL FACILITIES  
501 North West Street, Suite 2001 A, Woolfolk Building  
Jackson, Mississippi 39201  
Phone: 601/359-5066

**REQUEST FOR QUALIFICATIONS  
FOR  
PROFESSIONAL SERVICES**

1. **GENERAL:** The Department of Finance and Administration's Office of Capitol Facilities will contract for an initial three-year term with up to two one-year renewals for professional **architectural consulting** services for the scope of work listed in this document. Basis of contract will be a combination of stipulated fee of \$70,000.00 per year as indicated herein for certain defined task plus not to exceed \$25,000.00 per year based upon an hourly rate to be negotiated with selected professional.
2. **FACILITIES:** There are a total of 39 facilities comprising 4,069,039 GSF of facilities under the control of the Office of Capitol Facilities, including 28 buildings comprising 2,615,593 GSF and 5 parking garages comprising 776,433 GSF which the Office both operates and maintains, as well as 6 buildings comprising 593,049 GSF for which the Office provides only major maintenance.
3. **HAZARDOUS MATERIALS:** The Office of Capitol Facilities will require the selected Professional to manage any asbestos abatement and lead paint as a routine part of the Professional's contract. Consultants may be used; however, a separate consulting contract for planning of asbestos abatement or lead paint removal will not be issued by the Office of Capitol Facilities.
4. **INSTITUTION/AGENCY IMPOSED SELECTION REQUIREMENTS:** On occasion, some Office of Capitol Facilities' tenants will request pre-interview meetings or requirements, inclusions of certain consultants, or other special conditions for consideration 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 Office of Capitol Facilities. The participation of any Professional in these type activities will not be considered as a part of the evaluation for selection.
5. **SELECTION PROCESS:** Professional selection will be in accordance with the Department of Finance and Administration's Bureau of Building, Grounds and Real Property Management Professional Selection Policy as identified in the Planning and Construction 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 the Office of Capitol Facilities or Tenant Agencies, 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 the Office of Capitol Facilities/Tenant Agencies but offers new perspective or additional resource, award up to 10 points.

**Interviews** for short listed Professionals will be scheduled on or before **Wednesday, May 23, 2018**. (see below for submission date)

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 the Office of Capitol Facilities/Tenant Agencies, 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.
6. **SUBMISSIONS:** Any individual, firm, or corporation desiring to provide services should submit the following in hard copy and digital format to the Office of Capitol Facilities in **DUPLICATE, per project**.
1. **Letter of Interest:** Submission must be accompanied by an individual letter.
  2. **Narratives:** Submission must 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:** Submission must be accompanied by a completed and current Form M54, Architect-Engineer Related Services Questionnaire. This document can be found on the Bureau of Building, et al, 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:** Submission must be accompanied by a completed and current Form M55, Architect-Engineer Related Services for Specific Project. This document can be found on the Bureau of Building, et al, 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 work to be provided.
    2. **DESIGN PROFESSIONAL** - will be responsible for overall design and planning of any mechanical and/or energy reduction projects.
    3. **CONTRACT DRAWINGS** - will be responsible for the actual production of the contract drawings for any mechanical and/or energy reduction projects.
    4. **CONTRACT SPECIFICATIONS** - will be responsible for the actual preparation of contract specifications for any mechanical and/or energy reduction projects.
    5. **PROCUREMENT PROCESS AND CONSTRUCTION CONTRACT PREPARATION** - will be responsible for the procurement process and preparation of any construction award contracts.

6. **CONSTRUCTION OBSERVATION** - will be responsible for construction observation of any mechanical and/or energy reduction projects. As required but not less than twice a month during the course of any project.
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.
7. **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.
8. **MODIFICATIONS TO PROPOSALS:** A Professional may modify their proposal at any time prior to the scheduled closing time indicated in this 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.
9. **IRREGULARITIES:** The omission of any information requested on this Request for Qualifications 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.
10. **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 Department of Finance and Administration, any of its offices or bureaus, 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 Department of Finance and Administration, any of its offices or bureaus, 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 Department of Finance and Administration, any of its offices or bureaus, or another state agency, university, community college or junior college.
11. **DELIVERY:** All submissions must be received at the Office of Capitol Facilities by 5:00:00 p.m., on **Monday, May 14, 2018**. Address all submissions to:

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12. **SCOPE OF WORK:** The Office of Capitol Facilities needs Professional Services for the following tasks:
  1. **Facility Inspections:** Professional will perform physical inspection of the general condition of structural, building envelopes, doors, hardware, toilet partitions and accessories, interior

finishes and electrical components and systems of approximately one half of the facility inventory under the control of the Department of Finance and Administration throughout the course of the initial contract term and/or subsequent renewals (alternating half of inventory each year). Inspection of exterior walls will be limited to items observable from ground. Thermal imaging of all flat roofs will be performed by others under separate contract. Roof inspection under this contract will be limited to cursory site confirmation of thermal imaging data furnished by Owner and identification of anomalies or areas of immediate concern. Mechanical, plumbing and fire suppression system inspection will be performed by others under separate Contract. Intent of report is not to establish an exhaustive room by room detailed punch list of deficiencies, but to identify overall level of condition of components and systems on a per tenant / per floor basis with specific attention given to identify urgent health, safety or welfare needs, major code/ADA deficiencies and needed repairs - the deferral of which might jeopardize continued occupancy or expose Owner to significant threat of future cost escalation. Observation reports shall be reported in a manner as prescribed by the Office of Capitol Facilities in two segments, the first submitted on or before November 1<sup>st</sup> of each year and the second submitted on or before May 1<sup>st</sup> of each year.

2. **Consulting Services:** Professional will perform feasibility studies, conceptual sketches and diagrams, code reviews, investigation and analysis of existing components and systems, trouble-shooting, planning, procurement documentation and assistance, contract administration and other consulting services on an as-needed basis as determined by the Office of Capitol Facilities throughout the contract term.

13. **COMPENSATION:** The form of contract to be utilized subsequent to selection shall be the Standard Form of Agreement between the Owner and the Professional as attached. Compensation for the above tasks will be provided on the following basis:

1. **Facility Inspections:** Stipulated annual fee of \$70,000.00, with \$35,000.00 payable upon submission and approval of each segment of report.
2. **Consulting Services:** Not to exceed \$25,000.00 annually, payable monthly on the basis of negotiated hourly rates.