

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. The form of contract for selected agreements will be the Bureau's standard Percentage Contract, unless otherwise noted for specific project, and will be available upon request. Selected Professionals will be required to provide a copy of their Certificate of Insurance documenting their Errors and Omissions Insurance (aka Professional Insurance) and Workers Comp Insurance, where applicable, before final execution of Contract by the Bureau.
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. – This will result in 4 submittals per project – 2 hard copies and 2 digital copies, per project.)
 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 the evaluation of the Professional and proposed Consultants by the criteria noted above. Professional may not substitute Consultants included in submission subsequent to selection except where specific justification is provided and approved by the Bureau of Building, et al, Director.
 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: <https://www.dfa.ms.gov/dfa-offices/bureau-of-building-grounds-and-real-property-management/bob-forms-for-a-e-s-professionals/> (Miscellaneous)
 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: <https://www.dfa.ms.gov/dfa-offices/bureau-of-building-grounds-and-real-property-management/bob-forms-for-a-e-s-professionals/> (Miscellaneous) 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 Tuesday, February 14, 2023**. 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:

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| 1. | GS# | 371-166 |
| | Title: | Job Order Contracting Program (Non-Landmark) |
| | Institution/Agency: | Department of Finance and Administration |
| | Location: | Statewide |
| | Project Budget: | \$25,000,000.00 Annually Per Job Order Contractor |
| | Funding Sources: | Various |
| | Professional Fee: | Special Percentage (9%) |
| | Professional Type: | Civil Engineer |

Project Scope: Planning and construction for multiple projects statewide via DFA/BoB's new Job Order Contracting Program at Non-Landmark buildings and/or sites. Projects may include improvements and replacements to wastewater, storm water and domestic water infrastructure, as well as installation of water filtration systems to improve water quality, and water conservation projects determined to be eligible for American Rescue Plan Act funds at State Agencies, Universities and Colleges statewide.

Job Order Contracting is an indefinite delivery / indefinite quantity term construction contract based upon a nationally published and recognized cost index for the construction, repair, renovation, demolition, and improvement of buildings, facilities and infrastructure for state agencies and institutions, universities, and community colleges statewide. Individual Job Orders will be not more than three million dollars (\$3,000,000.00) and not less than twenty five thousand dollars (\$25,000.00). The DFA/BoB will enter into a separate Job Order Contract with an initial term of one (1) year and annual renewals of up to four (4) additional years. The maximum annual Job Order Contract amount will be set at a cumulative value of Twenty Five Million Dollars (\$25,000,000.00) but may be increased, subject to the approval of the Public Procurement Review Board, depending upon actual agency/institution demand for this program. Execution of this contract guarantees no minimum expenditure by DFA/BoB. Once

adopted, individual Job Orders do not require obtaining quotes or advertisement and competitive bidding for award and are simply based upon the contracted unit price times the appropriate bid coefficients and multipliers for the defined scope of work.

No less than five (5), and no more than seven (7) Job Order Professionals – Civil Only - Non-Landmark will be selected via this RFQ for subsequent appointment by the Bureau of Building to multiple Job Order projects for an initial term one (1) year with annual renewals up to four (4) additional years for Job Orders at Non-Landmark buildings and/or sites. Each professional contract will be established with an initial project budget of three million dollars (\$3,000,000.00) but may be expanded by mutual consent depending upon actual utilization.

Professional services will be similar to typical DFA/BoB projects except that planning processes will be abbreviated and oversight approvals will be minimized which, when combined with the aforementioned Job Order Contract will result in expedited project delivery. Selected Professionals will participate in training with DFA/BoB staff and the selected Job Order Contractor to ensure uniform and effective administration of this important new program.

2.	GS#	371-166
	Title:	Job Order Contracting Program (Landmark)
	Institution/Agency:	Department of Finance and Administration
	Location:	Statewide
	Project Budget:	\$25,000,000.00 Annually Per Job Order Contractor
	Funding Sources:	Various
	Professional Fee:	Special Percentage (10%)
	Professional Type:	Civil Engineer

Project Scope: Planning and construction for multiple projects statewide via DFA/BoB's new Job Order Contracting Program at Mississippi Landmark buildings and/or sites or that are deemed by the Mississippi Department of Archives and History as potentially eligible for such designation due to historical, archaeological, or architectural significance. Projects may include improvements and replacements to wastewater, storm water and domestic water infrastructure, as well as installation of water filtration systems to improve water quality, and water conservation projects determined to be eligible for American Rescue Plan Act funds at State Agencies, Universities and Colleges statewide.

Job Order Contracting is an indefinite delivery / indefinite quantity term construction contract based upon a nationally published and recognized cost index for the construction, repair, renovation, demolition, and improvement of buildings, facilities and infrastructure for state agencies and institutions, universities, and community colleges. Individual Job Orders will be not more than three million dollars (\$3,000,000.00) and not less than twenty five thousand dollars (\$25,000.00). The DFA/BoB will enter into a separate Job Order Contract with an initial term of one (1) year and annual renewals of up to four (4) additional years. The maximum annual Job Order Contract amount will be set at a cumulative value of Twenty Five Million Dollars (\$25,000,000.00) but may be increased, subject to the approval of the Public Procurement Review Board, depending upon actual agency/institution demand for this program. Execution of this contract guarantees no minimum expenditure by DFA/BoB. Once adopted, individual Job Orders do not require obtaining quotes or advertisement and competitive bidding for award and are simply based upon the contracted unit price times the appropriate bid coefficients and multipliers for the defined scope of work.

No less than five (5), and no more than seven (7) Job Order Professionals – Civil Only - Landmark will be selected via this RFQ for subsequent appointment by the Bureau of Building to multiple Job Order projects for an initial term one (1) year with annual renewals up to four (4) additional years for Job Orders at Mississippi Landmark buildings and/or sites or those potentially eligible for such designation. Each professional contract will be established with an initial project budget of three million dollars (\$3,000,000.00) but may be expanded by mutual consent depending upon actual utilization.

Professional services will be similar to typical DFA/BoB projects except that planning processes will be abbreviated and oversight approvals will be minimized which, when combined with the aforementioned Job Order Contract will result in expedited project delivery. Selected Professionals will participate in training with DFA/BoB staff and the selected Job Order Contractor to ensure uniform and effective administration of this important new program. Professional will be responsible for submitting Notice of Intent to MDAH on behalf of the Institution/Agency.

- 3. GS# 103-320
Title: Preplan Elevator Improvements
Institution/Agency: Jackson State University
Location: Jackson, Mississippi
Project Budget: \$150,000.00
Funding Source: SB 2971, L'21
Professional Fee: C+

Project Scope: Preplanning through Design Development phase to repair or modernize inconsistent or non-functioning public / freight elevators at various buildings on the JSU main campus, as funds permit. This design effort will also address related ADA and life safety system improvements as per code.

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

- 4. GS# 104-209
Title: Fant Hall Renov. – Nursing Exp.
Institution/Agency: Mississippi University for Women
Location: Columbus, Mississippi
Project Budget: \$500,000.00
Funding Sources: SB 3002, L '22 (Educational Enhancement Fund)
Professional Fee: D+

Project Scope: Planning and construction through Warranty Phase of renovations of and expansions to the 3 story Fant Hall on the MUW main campus to create a living/learning environment consisting of both instructional and residential spaces in order to expand the nursing program at MUW, as funds permit. The building, first constructed in 1927 has been vacant since suffering from extensive tornado damage in 2002. Scope will include asbestos abatement, restoration of interior and exterior elements, interior reconfiguration, additions to the building for instructional space, ADA improvements and major renovations of the mechanical, electrical, plumbing

and life safety systems. Due to the building's Mississippi Landmark status, coordination with the Mississippi Department of Archives and History will be required.

Commissioning: This project will involve only MEP and life safety commissioning, requiring the Professional to coordinate the work of this project with the Owner's Commissioning Authority Professional. The commissioning process will begin at the Schematic Design Phase. Professional will coordinate work with Commissioning Authority Professional 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 the Schematic Development Phase.

GS#	331-190
Title:	DPS ARPA North MS ME Office
Institution/Agency:	Department of Public Safety
Location:	Oxford, Mississippi (Modified by Addendum 1)
Project Budget:	\$4,665,077.52
Funding Sources:	Coronavirus State Fiscal Recovery Fund (ARPA)
Professional Fee:	D+

Project Scope: Planning and construction through Warranty Phase of facilities to establish a new Medical Examiner's Office in the northern region of the state. Project will include renovations and improvements to space at the University of Mississippi's South Oxford Center. Scope will include interior reconfigurations to provide administrative offices, autopsy/exam space, cooler storage and support spaces including furniture and equipment. Code compliance including life safety, energy and ADA will be included as well as modifications to mechanical, electrical and plumbing systems.

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