

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, or a statement that the firm does not have "five (5) or more workmen", 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 **12:00 p.m., on Friday, February 2, 2024**. 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#	212-076
Title:	Residence Hall Improvements
Institution/Agency:	Northeast Mississippi Community College
Location:	Booneville, Mississippi
Project Budget:	\$3,500,000.00
Funding Sources:	Capital Improvement Funds
Professional Fee:	C+

Project Scope: Planning and construction through the Warranty Phase for renovations to Wood Hall on the NEMCC main campus. This three-story 19,000 square foot facility, constructed in 1982, has only received minor improvements over the course of its life. The project scope will include asbestos abatement, cosmetic enhancements, restoration of interior and exterior elements, some interior reconfiguration, ADA improvements and major upgrades to the mechanical, electrical, plumbing and life safety systems.

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.