

MISSISSIPPI DEPARTMENT OF ARCHIVES & HISTORY  
200 North Street  
Jackson, Mississippi 39201  
601-576-6850

**REQUEST FOR QUALIFICATIONS FOR  
PROFESSIONAL ARCHITECTURAL SERVICES  
GRAND VILLAGE OF THE NATCHEZ INDIANS  
RFQ # 3140003620**

**GENERAL**

The Mississippi Department of Archives and History (MDAH) will contract for professional architectural services for Grand Village of the Natchez Indians, Natchez, Mississippi.

**PROJECT SCOPE**

MDAH has plans for an expansion at the Grand Village of the Natchez Indians (GVNI) in Natchez. Architectural services are needed for preplanning through construction documents for a new Interpretive Center and pavilion/outdoor restroom at the GVNI campus. The new Interpretive Center will contain museum exhibits and should be connected in some fashion to the existing facility. The existing facility has not seen significant improvements or modifications since its construction and renovations to it will also need to occur. This effort may also require asbestos abatement, ADA access improvements, and renovation of the mechanical, electrical, plumbing and life safety systems as per code requirements.

The selected Professional will need to work with the exhibit designer chosen by MDAH (Ralph Appelbaum Associates), MDAH staff, and MDAH Tribal partners on the location of the structures on the campus and the internal needs for the building. Our Tribal partners will guide us on the building's location. The selected Professional will be expected to create 3-D software models and renderings of the designs to share with the aforementioned stakeholders for discussion, review, and exhibit planning purposes.

Professional will coordinate with the MDAH Information Services on data and communications needs. MDAH will work with Mississippi Department of Information Technology Services (ITS), as needed. This involvement will begin at the Schematic Design phase.

This project will involve only Mechanical/Electrical/Plumbing 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 Design Development Document Phase. Testing, Adjusting and Balancing (TAB) services will be retained by the Commissioning Agent. Professional will coordinate work with Commissioning Agent and the Testing, Adjusting and Balancing (TAB) service provider.

## TIMELINE

<b>September 18, 2023</b>	<b>RFQ issued</b>
<b>October 2, 2023</b>	<b>Questions submitted to <a href="mailto:GVNIarchitectRFQ@mdah.ms.gov">GVNIarchitectRFQ@mdah.ms.gov</a> by 5:00 p.m. CST</b>
<b>October 9, 2023</b>	<b>Answers posted at <a href="https://www.mdah.ms.gov/GVNI-RFQs">https://www.mdah.ms.gov/GVNI-RFQs</a> by 5:00 p.m. CST</b>
<b>October 16, 2023</b>	<b>Submissions due by 5:00 p.m. CST</b>
<b>October 25, 2023</b>	<b>Short list finalists announced</b>
<b>October 25-31, 2023</b>	<b>Interviews</b>
<b>November 2, 2023</b>	<b>Notice of Intent to Award Issued</b>

## HAZARDOUS MATERIALS

The Mississippi Department of Archives and History 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 MDAH. In most instances these services will be deemed as reimbursable project-related service requiring prior approval.

## SELECTION PROCESS

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

1. **Past Performance:** Firm has done prior work for MDAH or other state agency. (10 points)
2. **Project Vision:** Professional has a clear vision/strategy for project which complements vision of MDAH. (10 points)
3. **Project Team:** General qualifications of Prime Professional and Consultant firms as well as specific abilities of identified team members. (30 points)
4. **Relevant Experience:** Experience of Project Team with projects of similar type, scale and/or complexity of subject project. (40 points)
5. **Fresh Perspective:** Project Team offers new perspective or additional resource (10 points)

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

1. **Project Vision:** Professional has a clear vision/strategy for project which complements vision of MDAH. (20 points)
2. **Relationship Management:** Professional balances goals and requirement of multiple governmental entities and user groups. (10 points)

3. **Quality Control (Design Phase):** Project team produces tight, defensible contract documents that minimize change orders and construction phase conflict. (20 points)
4. **Quality Control (Construction Phase):** Project team provides a construction phase service which ensures proper execution of contract documents. (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. (10 points)
6. **Schedule Control (Design Phase):** Professional meets all submission dates and anticipates/resolves potential design issues/conflicts in a timely manner. (10 points)
7. **Schedule Control (Construction Phase):** Professional promptly processes submittals, pay applications; RFI's and facilitates rapid resolution of conflicts. (10 points)

### **PROFESSIONAL COMPENSATION**

Based on the Bureau of Building's fee calculator at the time the Project is initiated, the Professional will be assigned a fee calculated as a percentage of construction cost derived from a basic fee formula of a fixed number (X) divided by the common logarithm of the actual construction cost (C). There are three (3) basic fees and building classifications are as follows:

**Type A:** Projects of simple, utilitarian character without complication or detail and with a high degree of repetition, such as parking structures, garages, loft type structures, warehouses (exclusive of automated equipment), industrial buildings and farm structures.

**Type B:** Project of simple character requiring normal attention to design, detail, and with moderate repetition, such as armories, apartments, bakeries, cold storage facilities, exhibition halls, freight facilities, hangers, manufacturing, industrial plants, motels, office buildings (without tenant improvements), packaging and processing plants, printing plants, public markets, roads, skating rinks, and service garages.

**Type C:** Projects of conventional character requiring normal attention to design and detail, complete with complete mechanical and electrical systems, such as bridges, cinema, college classroom facilities, convention facilities, dining halls (institutional), dormitories, fire stations, gymnasiums\*, hotels, laundries and cleaning facilities, marinas, nursing homes, office buildings (with tenant improvements), parks, playground and recreational facilities, police stations, post offices, publishing plants, restaurants, schools (elementary and secondary), specialty shops, stadiums, transportation terminals, welfare buildings, neighborhood centers and similar recreational facilities, banks, exchanges and other financial institutions, extended care facilities, libraries, medical schools, medical office facilities and clinics, mental institutions, mortuaries, public health centers, religious facilities, research facilities, central utilities plants, water supply and distribution plants, sewage treatment and underground systems, electrical sub-station and primary and secondary distribution systems.

**Type D:** Projects of specialized character requiring a high degree of skill in design, containing large amounts of complex scientific mechanical and electrical equipment, such as aquariums, auditoriums, airport control towers, art galleries, breweries, college buildings with special facilities, communications buildings, correctional and detention facilities, exposition buildings, hospitals, laboratories, observatories, theaters and veterinary hospitals. All historical facilities

requiring complete restoration, except historical facilities being repaired only, are a C classification

**Type E:** Projects of detail character requiring elaborate planning and execution and devoid of repetition, such as mausoleums, memorials, monuments, museums, residences, and specialized decorative buildings.

**Based on this structure, this project rates as an D+.**

The professional percentage fee formula applied is 115% \* 44 Log C

**SUBMISSIONS:** Any individual, firm, or corporation desiring to provide services, should submit the following in hard copy and digital format to the Mississippi Department of Archives in History in **duplicate**.

1. **Letter of Interest:** Each submission must be accompanied by an individual letter stating interest and projected timeframe.
2. **Narratives:** Include narrative(s) and any other documentation that will assist the selection committee in the evaluation of the Professional and any proposed consultants by the criteria noted above.
3. **Staff:** Include roles and resumes for staff involved in project.

**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.

**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 during the Professional Interviews. If interviews are waived by MDAH, no modifications will be permitted unless the MDAH formally notifies all short-listed Professionals of a closing time for any modifications to be considered for final selection.

**IRREGULARITIES:** The omission of any information requested on the Request for Qualification may be considered as an informality, or irregularity, by MDAH when, in its opinion, the omitted information does not alter the Qualifications, or place other Proposers at a disadvantage.

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

- a. Failure to comply with the Request for Qualifications’ requirements.

- b. 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 State of Mississippi.
- c. Professional, or one or more of his proposed Consultants, is in arrears on existing Contract(s) with the State of Mississippi.
- d. Professional, or one or more of his proposed Consultants, has defaulted on a previous Contract with the State of Mississippi.

**SUBMITTALS:** All submissions must be received by **5:00:00 p.m., on Monday, October 16, 2023**. Address all submissions to:

MDAH Finance Office  
Grand Village Architect  
RFQ # 3140003620  
200 North Street  
Jackson, Mississippi 39201