

The seal of the State of Mississippi is a large, faint watermark in the background. It features an eagle with wings spread, perched on a shield with vertical stripes. The eagle is surrounded by a circular border containing the text "THE GREAT SEAL OF THE STATE OF MISSISSIPPI" at the top and "IN GOD WE TRUST" at the bottom, separated by two stars.

**MISSISSIPPI DEPARTMENT OF FINANCE AND
ADMINISTRATION**

**OFFICE OF PROCUREMENT AND
CONTRACTS**

**REQUEST FOR QUALIFICATIONS
MECHANICAL ENGINEERING AND
ENERGY CONSULTING**

March 1, 2023

Contact information for this request for proposal:

**Department of Finance and Administration
Office of Procurement and Contracts
501 North West Street
Suite 1301-A Woolfolk Building
Jackson, Mississippi 39201
procurement@dfa.ms.gov**

1. **GENERAL:** The Department of Finance and Administration's (DFA) Office of Procurement and Contracts wishes to contract for an initial three-year term with up to two one-year renewals for professional **mechanical engineering and energy consulting** services for the scope of work listed in this document. Basis of contract will be a combination of stipulated fees as stated in Section 14 plus a submitted hourly rate to be negotiated with selected professional.
2. **FACILITIES:** There are a total of 38 facilities comprising 3,450,404 GSF of facilities under the control of the Office of Capitol Facilities (OCF), including 33 buildings comprising 2,673,971 GSF and 5 parking garages comprising 776,433 GSF which the OCF both operates and maintains, as well as 7 buildings comprising 684,945 GSF for which the OCF provides only major maintenance.
3. **HAZARDOUS MATERIALS:** The OCF 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 OCF.
4. **INSTITUTION/AGENCY IMPOSED SELECTION REQUIREMENTS:** On occasion, some OCF 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 OCF. The participation of any Professional in these type activities will not be considered as a part of the evaluation for selection.
5. **SUBMISSIONS:** Any individual, firm, or corporation desiring to provide services should submit the following in hard copy and digital format to the Office of Procurement and Contracts in **DUPLICATE, per project**.

All submissions shall include the following:

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. One (1) electronic copy of the complete proposal including all attachments in a searchable Microsoft Office® format, preferably in Word® or Portable Document Format (PDF®). If the proposal contains confidential information, one (1) redacted electronic copy of the complete proposal including all attachments shall be submitted in a searchable Microsoft Office® format, preferably in Word® or Portable Document Format (PDF®).

If a redacted copy is not submitted, DFA shall consider the entire Proposal to be public record. The redacted copy should identify which section or information has been redacted and the Offeror shall provide the specific statutory authority for the exemption. Per Mississippi Code Annotated §25-61-9(7), the type of service to be provided, the price to be paid and the term of the contract cannot be deemed confidential.

The redacted copy shall be considered public record and immediately released, without notification to Offeror, pursuant to any request under the Mississippi Public Records Act, Miss. Code Ann. §§25-

61-1 *et seq.* and Miss. Code Ann. §79-23-1. Redacted copies shall also be used/released for any reason deemed necessary by DFA, including but not limited to, submission to the PPRB, posting to the Transparency Mississippi website, etc.

4. **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: <https://www.dfa.ms.gov/requests-proposals-or-qualifications>
5. **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: <https://www.dfa.ms.gov/requests-proposals-or-qualifications> M55 Item 7 must include entries for key personnel for the following eight (8) project assignments:
 1. **KEY PRINCIPAL** - will be totally responsible for the work to be provided.
 2. **ENERGY MANAGEMENT SYSTEM MONITORING** – will be responsible for periodic review and adjustment of building control systems.
 3. **UTILITY CONSUMPTION MONITORING** – will be responsible for monthly review and reporting of utility data to State Energy Management & Control including recommendations for savings.
 4. **DESIGN PROFESSIONAL** - will be responsible for overall design and planning of any mechanical and/or energy reduction projects.
 5. **CONTRACT DRAWINGS** - will be responsible for the actual production of the contract drawings for any mechanical and/or energy reduction projects.
 6. **CONTRACT SPECIFICATIONS** - will be responsible for the actual preparation of contract specifications for any mechanical and/or energy reduction projects.
 7. **PROCUREMENT PROCESS AND CONSTRUCTION CONTRACT PREPARATION** - will be responsible for the procurement process and preparation of any construction award contracts.
 8. **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.
 9. **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. **DELIVERY: All submissions must be received at the Office of Procurement and Contracts by 5:00:00 p.m., on Friday March 15, 2023. Address all submissions to:**

Department of Finance and Administration
Office of Procurement and Contracts
501 North West Street, Suite 1301-A, Woolfolk Building
Jackson, Mississippi 39201

7. IMPORTANT DATES

March 1, 2023	Request for Qualifications Released
March 15, 2023	Deadline to Submit Qualifications
March 16 – March 17, 2023	Initial Review of Proposals
March 17, 2023	Short List Released
March 20 – March 24, 2023	Interviews
March 27 – March 28, 2023	Secondary Review of Proposals
March 31, 2023	Notice of Intent to Award Posted
May 3, 2023	PPRB Meeting/Notice of Contract Award
July 1, 2023	Contract Effective Date

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. **SELECTION PROCESS:** Professional selection will be in accordance with the Department of Finance and Administration's Bureau of Building, Grounds and Real Property Management's 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 OCF 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 OCF/Tenant Agencies but offers new perspective or additional resource, award up to 10 points.

After the initial evaluation if completed, DFA shall set up interviews for short listed Professionals. Interviews will be scheduled on or before **the week of March 20-24, 2023**. (See above Section 7 Important Dates)

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 OCF/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.
12. **AWARD:** Once DFA completes the Interviews, DFA shall select the Professional that is the highest ranked from the secondary evaluation.
13. **SCOPE OF WORK:** The OCF needs Professional Services for the following tasks:
1. **Energy Management System Monitoring:** Professional will review Building Automation System(s) (BAS) for buildings operated and maintained by the OCF in Jackson, Hattiesburg and Biloxi and make adjustments on a monthly basis. Not all such buildings are currently equipped with BAS. All buildings currently provided with these systems, as well as any/all added throughout the course of the initial contract term and/or subsequent renewals, shall be included in the scope of work of this task.
 2. **Utility Consumption Monitoring, Analysis & Reporting:** Professional will monitor and report energy usage utilizing the State's Energy Management & Control System (Seimens Advantage Navigator). Professional will assist in establishing and tracking Energy Usage Intensity (EUI)

for each building operated by the OCF in Jackson, Hattiesburg and Biloxi and make and present recommendations, including potential energy and cost savings for modifications and improvements to mechanical and/or electrical systems, on not less than a quarterly basis.

3. **System Inspections:** Professional will perform physical inspection of the mechanical (HVAC, plumbing, fire suppression) 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). Observation reports shall be reported in a manner as prescribed by the OCF in two segments, the first submitted on or before November 1st of each year and the second submitted on or before May 1st of each year.
 4. **Consulting Services:** Professional will perform feasibility studies, analysis of existing systems, troubleshooting, planning, procurement documentation and assistance, contract administration and other consulting services on an as-needed basis as determined by the OCF throughout the contract term.
14. **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. **Energy Management System Monitoring:** Stipulated annual fee of \$18,000.00, payable monthly in the amount of \$1,500.00.
 2. **Utility Consumption Monitoring, Analysis & Reporting:** Stipulated annual fee of \$30,000.00, payable quarterly in the amount of \$7,500.00.
 3. **System Inspections:** Stipulated annual fee of \$35,000.00, with \$17,500.00 payable upon submission and approval of each segment of report.
 4. **Consulting Services:** Not to exceed \$35,000.00 annually, payable monthly on the basis of negotiated hourly rates.