

**PUBLIC PROCUREMENT REVIEW BOARD**

**Special Meeting**

**Wednesday, October 25, 2017**

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**Wednesday, October 25, 2017**

A special meeting of the Public Procurement Review Board (PPRB) was scheduled for 11:30 a.m. in the 13<sup>th</sup> floor Conference Room of the Woolfolk State Office Building located in Jackson, Mississippi.

**PRESENT**

Mrs. Laura D. Jackson, Chairman

Mr. Brian Pugh, Vice Chairman

Mr. Glenn R. Kornbrek, Member

**OTHERS**

Mrs. Aubrey Leigh Goodwin, Deputy Executive Director, DFA

Mr. Calvin Sibley, Bureau of Building, Grounds and Real Property Management Director, DFA

Ms. Romaine Richards, Special Assistant Attorney General, DFA

Mr. Edward Wiggins, Jr., Special Assistant Attorney General, DFA

Ms. Liz DeRouen, PPRB Recorder

The Chairman called the meeting to order.

**OFFICE OF PURCHASING, TRAVEL AND FLEET MANAGEMENT (OPTFM)**

Mrs. Goodwin, presented the following:

OPTFM requests the approval of revisions to regulations in the Mississippi Procurement Manual (see the attached summary of Manual Sections affected), in order to implement HB 1106 and HB 1109 (Regular Session 2017), which go into effect January 1, 2018. The attached summary also references other minor changes to clarify the language throughout. The amendments are to be submitted to the Mississippi Secretary of State's Office for notice and comment in accordance with the Administrative Procedures Act. Mr. Kornbrek made a motion to approve the revisions. Mr. Pugh seconded and the motion carried.

**PUBLIC PROCUREMENT REVIEW BOARD**

**Special Meeting**

**Wednesday, October 25, 2017**

**BUREAU OF BUILDING, GROUNDS AND REAL PROPERTY MANAGEMENT (BOB)**

**Construction**

Mr. Sibley presented the following:

- I. Award to Amason & Associates, Inc., Tuscaloosa, Alabama, in the amount of \$6,885,000.00 (lowest of 6 bids received), on GS# 104-187 for the Demonstration School Renovation at Mississippi University for Women, Columbus, MS. Mrs. Jackson made a motion to approve the award. Mr. Kornbrek seconded and the motion carried.
  
- II. The Bureau of Building, Grounds, and Real Property Management, on behalf of Mississippi Soil and Water Conservation Commission (MSWCC), requested approval, ratification, and/or concurrence of the following professional appointments with total fees in excess of \$250,000.00:
  - Amec Foster Wheeler Environment & Infrastructure, Inc., Ridgeland, Mississippi, for \$1,000,000.00 (over a not to exceed optional 5-year period).
  
  - Dungan Engineering, P.A., Columbia, Mississippi for \$1,000,000.00 (over a not to exceed optional 5-year period).

The above Professionals were selected by the MSWCC after issuance of a Request for Qualifications dated August 17, 2017. Mr. Pugh made a motion to approve the appointments. Mr. Kornbrek seconded and the motion carried.

There being no further business to bring before the Board, the meeting was adjourned.

**NEXT MEETING DATE**

Regular Meeting, Wednesday, November 1, 2017

**PUBLIC PROCUREMENT REVIEW BOARD**

**Special Meeting**

**Wednesday, October 25, 2017**

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- II. The Bureau of Building, Grounds, and Real Property Management, on behalf of Mississippi Soil and Water Conservation Commission (MSWCC), requested approval, ratification, and/or concurrence of the following professional appointments with total fees in excess of \$250,000.00:
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**NEXT MEETING DATE**

Regular Meeting, Wednesday, November 1, 2017

There being no further business to bring before the Board, the meeting was adjourned.

  
Mrs. Laura D. Jackson

  
Mr. Brian Pugh

  
Mr. Glenn R. Kornbrek



**STATE OF MISSISSIPPI**  
GOVERNOR PHIL BRYANT

**DEPARTMENT OF FINANCE AND ADMINISTRATION**

LAURA D. JACKSON  
EXECUTIVE DIRECTOR

# **NOTICE**

A Special Meeting of the

## **PUBLIC PROCUREMENT REVIEW BOARD**

will be held Wednesday, October 25, 2017  
11:30 a.m. in the  
13th floor Conference Room  
Woolfolk State Office Building



## **AGENDA**

### **PUBLIC PROCUREMENT REVIEW BOARD Special Meeting 11:30 a.m.**

**WEDNESDAY, OCTOBER 25, 2017**

- I. OFFICE OF PURCHASING, TRAVEL AND FLEET MANAGEMENT (OPTFM)**  
Mrs. Aubrey Leigh Goodwin, Deputy Executive Director of Mississippi Department of Finance and Administration, presents the following:
  - Request PPRB approval of revisions to the Mississippi Procurement Manual
  
- II. BUREAU OF BUILDING, GROUNDS AND REAL PROPERTY MANAGEMENT (BOB)**  
Mr. Calvin Sibley, Director of Bureau of Building, Grounds and Real Property Management, presents the following:
  - Bid Award on GS#104-187 Demonstration School Renovation, Mississippi University for Women
  - 2 contracts for the Mississippi Soil and Water Conservation Commission (MSWCC)
  
- III. NEXT MEETING DATE**  
Regular Meeting, Wednesday, November 1, 2017

**OFFICE OF PURCHASING AND TRAVEL  
PUBLIC PROCUREMENT REVIEW BOARD  
MEETING AGENDA  
October 25, 2017**

**1. REQUESTING AGENCY:** Mississippi Department of Finance and Administration (DFA)

**COMMENTS:** The DFA Office of Purchasing, Travel and Fleet Management (OPTFM) is requesting approval of the revised regulations (see attached summary of Manual Sections affected) found in the Mississippi Procurement Manual. Pursuant to Sections 31-7-3, 31-7-5, and 31-7-9 of the Miss. Code Ann. (as amended), OPTFM promulgates and adopts purchasing regulations to administer Title 31 Chapter 7. Such regulations are subject to the approval of the Board pursuant to Sections 31-7-9 and 27-104-7.

**COMPLIANCE WITH PROCEDURES (YES, NO):** Yes, the OPTFM is submitting these requested revisions in order to implement HB 1106 and HB 1109 (Regular Session 2017), which go into effect January 1, 2018. Other minor changes were made throughout to clarify language as referenced in the attached summary.

**ADDITIONAL COMMENTS IF NEEDED:** OPTFM requests approval of these regulations as amended in order to submit these with the Mississippi Secretary of State's Office for notice and comment in accordance with the Administrative Procedures Act.

Summary of Revisions to Procurement Manual (Eff. 1/1/18)

Current Section	New Section	Description of Revision
Foreword		
1.102		Clarify application of Manual to governing authorities
1.104		Update statutory reference from 31-7-13 to 31-7-1
1.107		Include "et seq." after 31-7-1; Update language regarding application to services and construction
2.101		Update definition of governing authority; add definition of purchasing agent; add definition of reverse auction
2.102		Delete reference to "within the DFA"; revise details of PPRB composition
2.102.01		Rephrase for clarity
2.102.02		Rephrase for clarity
2.102.03		Section renumbered
New Section	2.102.04	New section requiring the designation of purchasing agents annually in accordance with HB 1109
	2.102.03	Revisions to PPRB approval section, including date of submission, deleting references to special meetings, clarification of construction, addition of leases and architectural and engineering contracts, and adding reverse auctions
2.102.04	2.102.05	Clarify OPTFM purview over governing authorities for purposes of reverse auctions
2.103		Clarify OPTFM purview over governing authorities for purposes of reverse auctions
2.105.02		Delete reference to fees in CMPA
3.101.02		Clarification of exemptions of maintenance and repairs as subject to purview of OPSCR
3.106		Include reference to requirement of exemption from reverse auction prior to using competitive sealed bidding
3.106.05.3		Update MPTAP section to include compliance by MAGIC
3.106.22		Reverse Auctions
3.106.23		Electronic Bidding
3.107		Competitive Sealed Proposals - entire section deleted and replaced with new language from HB 1109
3.110.03		Emergency contracts limited to 1 year
3.111		Revise from PSCR to OPSCR for services
3.125		Protective Orders
6.102.03		Correct typo of "ten" days to "seven"
10.109		Correct title of BOB Manual
10.109.02		Revise to include submittal of construction bids electronically
10.109.03		Added statutory exemption for MDOT
10.111		Revise from PSCR to OPSCR for services
Appendix A		Added reverse auction to 31-7-13(c)



**AGENDA**  
**PUBLIC PROCUREMENT REVIEW BOARD**  
**WEDNESDAY, OCTOBER 25, 2017**  
**SPECIAL MEETING**  
**11:30 A.M.**

**BID AWARD FOR PPRB APPROVAL**

**GS# 104-187**  
**Demonstration School Renovation**  
**Mississippi University for Women**  
**Columbus, Mississippi**

The Bureau of Building, Grounds and Real Property Management requests approval of the following award to Amason & Associates, Inc., Tuscaloosa, Alabama, in the amount of \$6,885,000.00 (lowest of 6 bids received).

**AGENDA**  
**PUBLIC PROCUREMENT REVIEW BOARD**  
**WEDNESDAY, OCTOBER 25, 2017**  
**SPECIAL MEETING**

The Bureau of Building, Grounds and Real Property Management, on behalf of the Mississippi Soil and Water Conservation Commission, requests approval, ratification, and/or concurrence with the following Professional appointment(s), in accordance with 31-11-3(7) and rules and Regulations by PPRB to BoB.

NOTE: Standard Operating Procedures established in April, 2004, require PPRB approval of fees in excess of \$250,000.00. The following Professional(s) were selected the Mississippi Soil and Water Conservation Commission after issuance of a Request for Qualifications dated August 17, 2017.

Title:	Civil & Environmental Engineering Master Contract
Institution/Agency:	Mississippi Soil and Water Conservation Commission
Location:	Statewide
Funding Source:	100% Federal Funds
Professional Fee:	\$1,000,000 (over a not to exceed optional 5-year period)
Professional:	Amec Foster Wheeler Environment & Infrastructure, Inc. Ridgeland, Mississippi (Georgia through the Office listed herein)

And

Title:	Civil & Environmental Engineering Master Contract
Institution/Agency:	Mississippi Soil and Water Conservation Commission
Location:	Statewide
Funding Source:	100% Federal Funds
Professional Fee:	\$1,000,000 (over a not to exceed optional 5-year period)
Professional:	Dungan Engineering, P.A.

**Professional Tasks:** the Professional shall provide Owner with services facilities, personnel, and materials as specified below. The Professional will provide engineering and technical support services as needed in the following task areas:

- (A) Environmental, ecological, cultural, and inundation assessments
- (B) Planning thru construction administration of flood control structures, levees, drainage waterways, streambank stabilization, and/or reinforced concrete water control structures
- (C) Development of planning documents in furtherance of updating existing studies and surveys as well as preparation of necessary reports

Environmental, ecological, cultural, and inundation assessments

Services consist of but are not limited to one or all of the following: assessing biological composition and condition, assessing ecological function, interpreting impacts of environment on

native flora/fauna, collecting ecological data, capturing and interpreting photos, interpreting ecological data, development ecological resilient and cost effective solutions, developing operation and management plans to facilitate ecological function for target species, developing and implementing monitoring plans, prepare bid schedules, and prepare design folders and reports. Additionally historical survey and evaluation will be required to determine, document, and possibly mitigate existing historic and/or anthropological findings. Further the study and analysis of rainfall events, and potential loss of flood control structures and the impact the resulting flooding that will result. The Professional will perform quality assurance activities in accordance with United States Department of Agriculture/Natural Resources Conservation Service (NRCS) standards and specifications.

Planning thru construction of flood control structures, levees, drainage waterways, streambank stabilization, and/or reinforced concrete water control structures

**Surveying Activities:** The Professional will perform surveying services which may consist of but are not limited to any part, one or all of the following: 1) boundary surveys, 2) topographic/planimetric surveys, 3) magnetometer surveys, 4) hydrographic/bathymetric surveys, 5) side scan sonar surveys, 6) sub bottom profiling, 7) horizontal and vertical control surveys, 8) design surveys, 9) development of graphical representation of survey data collected and 10) possible use of LIDAR data. Surveys will be performed in accordance with NRCS policy and standards as well as any requirements of the state of Mississippi related to legal boundary surveys. All survey drawings shall be generated in the appropriate format. All electronic raw survey data shall be submitted as ASCII or other format as may be required for the software to be utilized.

**Design Activities:** Services consist of one or all of the following: design water resource project features: 1) prepare construction and material specifications, 2) prepare construction plans (drawings), 3) prepare land rights work maps, 4) prepare cost estimates, 5) prepare bid schedules, 6) prepare construction performance time, 7) prepare quality assurance plans, 8) prepare operation and maintenance plans, 9) prepare design folders and reports, and 10) obtain all necessary permits (i.e. COE 404 permits, etc.) as may be required for the project. Specifics for each project will be outlined in each individual task order.. The firm will be required to interpret hydrologic and hydraulic reports as well as geotechnical reports, and accurately apply the data to the design of the project measures. Engineering design activities will be performed in accordance with NRCS standards.

**Geotechnical Activities:** Land based investigations may be in areas of rough terrain, such as gullies or heavily forested areas. Services may include field investigations such as geotechnical drilling, field testing, sampling, logging and packaging of soil specimens extracted from locations to be used in the aid of the design, laboratory testing to include the laboratory classification and testing of soil specimens extracted from the soil field investigation. Analysis to include analyses utilizing the data collected and developed from the field investigations and laboratory testing. The analyses shall include determining the engineering properties of the soil including but not be limited to slope stability, settlement, seepage, shallow and deep foundations, various pile design and other analyses as related to geotechnical engineering. Reporting will consist of the formulation of a report defining the field, laboratory and analyses results along with appropriate geotechnical design recommendations.

**Inspection Services:** Land based work may be in areas of rough terrain such as gullies. The firm will perform any or all operations necessary to provide construction quality assurance (construction inspection) for various types of projects within the state of Mississippi. Quality assurance activities required may consist of, but are not limited to, any part, one or all of the following activities: construction layout, quantity computations, field testing and sampling of construction materials, safety compliance checks or construction activities, and development of accurate and complete quality assurance reports. The Professional will be required to perform quality assurance activities in accordance with NRCS standards and specifications.

Development of planning documents in furtherance of updating existing studies and surveys as well as preparation of necessary reports

Planning documents shall be developed in accordance with the NRCS policy as stated in the National Watershed Manual (as amended), General Manual, National Engineering Manual (NEM), National Engineering Handbook (NEH), National Planning Procedures Handbook, National Handbook of Conservation Practices, PR&G and associated Agency Specific Procedures, National Environmental Compliance Handbook (NECH), National Cultural Resources Procedures Handbook (NCRPH), National Resource Economics Handbook (NREH), NRCS recognized and approved computer models for economic, hydrologic, hydraulic, and environmental evaluation, and technical references found in the Technical Releases and Technical Notes. Current standard professional or industry practice can be used with Owner's concurrence.

Water resource plans will include allocations of installation costs to the various NRCS National Watershed Program purposes and will show the basis of such allocations. PR&G procedures will be used to identify alternative project monetary and non-monetary benefits and costs. An analysis will be prepared to show the tradeoffs between monetary and non-monetary effects of the reasonable Alternatives within an ecosystem service framework.

**Specific Scope and Completion Time:** Details regarding specific scope and completion time for each specific project will be set out by Individual Project Work Order that is agreed to by Owner and Professional and accompanies deliverables mentioned above, contingent upon funds available.