**May 17, 2021**

**REQUEST FOR QUALIFICATIONS**

**FOR ARCHITECTURAL AND ENGINEERING SERVICES**

**FOR THE HATTIESBURG PUBLIC SCHOOL DISTRICT**

**NOTICE TO BIDDERS**

**“2021 RFQ HPSD ESSER II PROJECTS”**

**BID # 21-011**

The Hattiesburg Public School District is seeking Requests for Qualifications (RFQ) for architectural and engineering design services related to the following project(s):

1. **PURPOSE:**
   1. Development, implementation, monitoring, and evaluation of plans and services for the removal and upgrade of HVAC Electrical and Fresh Air Systems and associated services
   2. Inspection, testing, maintenance, repair, replacement, and upgrade projects to improve the indoor air quality in school facilities, including mechanical and non-mechanical heating, ventilation, and air conditioning systems, filtering, purification, air cleaning, fans, and control systems, window, and door repair, and replacement.
   3. Repairs, improvements, and space redesigns to enable operation of schools to reduce risk of virus transmission, exposure to environmental health hazards, and to support student health needs.
   4. Development, implementation, monitoring, and evaluation of plans and services for the removal, replacements, improvements, and upgrades of UV Mechanical and associated services
2. **PROPOSAL CONDITIONS:**
   1. **Submittal Deadline and Procedure:** The packaged proposals shall be delivered, sealed and include one (1) original copy and five (5) hard copies and submitted to the Hattiesburg Public School District by Friday, June 4, 2021, at 10:00 a.m. at the Hattiesburg Schools Administration Office located at 301 Mamie Street, Hattiesburg, MS 39401. **Label Proposal “2021 RFQ HPSD ESSER II PROJECTS”**
   2. To request an emailed copy of this RFQ, please email Edith Stallings, Accounting Supervisor, [edith.stallings@hattiesburgpsd.com](mailto:edith.stallings@hattiesburgpsd.com).
   3. Electronic bids may also be submitted electronically through Central Bidding at [www.centralbidding.com](http://www.centralbidding.com). “2021 RFQ HPSD ESSER II PROJECTS”. For any questions relating to the electronic bidding process, please contact Central Bidding at 225-810-4814.
   4. Any questions relating specifically to the work required as part of this RFQ request may be directed to Richard Bennette at [richard.bennette@hattiesburgpsd.com](mailto:richard.bennette@hattiesburgpsd.com) or 601-582-2850.
3. **SCOPE OF SERVICES:**
   1. **Background**: HPSD is made up of nine (9) school locations: Hattiesburg High, N.R. Burger Middle School, Lillie Burney, Grace Christian, Hawkins, Rowan, Thames, Woodley, STEAM Academy, and supporting administrative offices.
   2. **Project Goals:** (1) School facility repairs, improvements, and upgrades/replacements to enable operation of schools to reduce risk of virus transmission and exposure to environmental health hazards, and to support student health needs and (2) Inspection, testing, maintenance, repair, replacement, and upgrade projects to improve the indoor air quality in school facilities, including mechanical and non-mechanical heating, ventilation, and air conditioning systems, filtering, purification, air cleaning, fans, and control systems, and replacement.
   3. **Project Budget**: This project will be funded with Federal Funding through the Elementary and Secondary School Emergency Relief Fund II (ESSER 2) as funding is available.
      1. All relevant federal and state purchasing laws and regulations are to be followed.
      2. There will be an established minimal and maximum amount of funding allotted for the ESSER II projects budget.
4. **PROJECT TASKS AND DELIVERABLES**
   1. The effort is anticipated to begin on or soon after July 1, 2021. The tentative completion date of ESSER II related projects on or before June 15, 2023.
   2. **Tasks necessary for project completion follows:**
      1. Visit, review, and evaluate the following at all locations:
         1. HVAC Electrical and related systems
         2. UV Mechanical and related systems and supplies
         3. Learning spaces to include, but not limited to; classrooms, computer labs, science labs, and cafeteria spaces.
      2. Advertise for new HVAC systems and assist the District in the evaluation and choosing of the best bid.
      3. Have a project manager available during the removal and installation of the HVAC systems.
      4. Assist the District in planning a timeline to make facility repairs and improvements to replace and/or upgrade old or inefficient systems
      5. Assist District Representatives in developing and carrying out options for space utilization improvements and more efficiency
      6. Advertise for (1) space utilization improvements (2) HVAC Electrical and related ventilation systems (3) UV Mechanical and related systems and supplies
      7. Have a project manager assigned during all phases of the project.
5. **Criteria to be used for Evaluation submitted proposals:**
   1. Firm background and history.
   2. Qualifications, including resumes, of team members and any sub-consultants in the area of the projects described above.
   3. List of experience with relevant and federally funded projects.
   4. Certification that your firm or members of your firm have not been disbarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities.
   5. If selected, the firm will be required to provide proof of insurance, W-9 IRS Form, and certify other federal and state requirements upon execution of a contractual agreement.
   6. The fee schedule must be comparable to typical professional fees and to other submitted proposals.
   7. The architectural/engineering and all other associated consultants must have personnel with the necessary professional skill set, knowledge, and expertise.
   8. The architectural/engineering and all other associated consultants must have a sufficient number of staff with the requisite skills available to perform the job during all stages.
   9. The architectural/engineering and all other associated consultants must have consideration will be given to minority and women-owned firms.
   10. Vendors must have knowledge of all and adherence to all ASHRAE guidance and regulations for schools and universities.
   11. Vendors must be aware of and in compliance of all EDGAR purchasing and expenditure requirements.
   12. Preference may be given to individuals or firms with substantial experience in the design, construction, and related areas of K-12 public schools and other governmental projects.
   13. The architectural/engineering and all other associated consultants must have experience with projects funded with federal and State funding.
   14. Preference may be given to the architectural/engineering and all other associated consultants within a 150-mile radius of the district’s boundaries.

Following evaluation of the proposals, Hattiesburg Public School District may conduct additional interviews and may request additional information from one or more providers. The contract will be awarded to the best and lowest responsible vendor. Hattiesburg Public School District reserves the right to waive any small informalities, to reject any and all proposals in part or in whole, and to evaluate the qualifications in the proposal that are most beneficial to the district.

/s/ Robert Williams

Superintendent of Education

To be published: May 21, 2021

May 28, 2021