



## Jackson Public Schools

Jackson Public School District

101 Dennis Holloway Drive

Jackson, Mississippi, 39203

Donald McCrackin, Executive Director of Facilities & Operations

Email: [dmc crackin@jackson.k12.ms.us](mailto:dmc crackin@jackson.k12.ms.us)

Telephone No.: (601) 960-8795

### **REQUEST FOR STATEMENTS OF QUALIFICATIONS FOR ARCHITECTS AND ENGINEERS**

Multiple School Improvements and Upgrades

Phase I of III

2018-2019 Jackson Public Schools

Bond Construction Program

**RFQ: 2018-01**

**Title: RFQ for Architects**

**Submission Date: September 27, 2018**

**Submission Deadline: October 19, 2018 @ 3:00 P.M.**

**PLEASE SUBMIT ORIGINAL RFQ DOCUMENTS AND ONE COPY IN THE  
FORMAT/DESIGN ISSUED ALONG WITH OTHER DOCUMENTATION ATTACHED TO  
THE BACK OF PROPOSAL**

## PROPOSAL FORM

**Board of Trustees  
Jackson Public School District  
Jackson, Mississippi**

Ladies and Gentlemen:

I/We, propose to furnish and deliver all items and/or to perform all services according to all sections of this rfq document (Proposal Form, Instructions and Conditions, detailed written Specifications, and Addendum if applicable) and in the quantities at the indicated prices, as called for in the document(s). All quantities indicated have been checked very closely, and both unit price and total price (where requested) have been submitted with the understanding that we shall be responsible for making complete and satisfactory delivery accordingly, within the time frame agenda (if applicable).

All items contained in this rfq shall be as specified or JPSD approved equal. For any item(s) proposed which is other than as specified, a complete and detailed cut and description for each item(s) must accompany the rfq, if the item(s) is to be considered. Please carefully read each section of this rfq.

### **Acceptance of Proposals:**

The Jackson Public School District reserves the right to:

- Have sole discretion to waive minor irregularities in proposals. A minor irregularity is a variation from the proposal that does not affect the proposal, or gives one offeror an advantage or benefit not enjoyed by other offerors, or adversely impacts the interests of the school district.
- Accept the "lowest and best" rfq which in their judgment assures JPSD the product(s) or service(s) having the best performance and the highest level of function, quality and value.
- Not accept the lowest priced proposal. Proposals that do not comply with the requirements stated within this RFQ or which are submitted after the deadline are subject to disqualification.
- Request additional information or conduct discussions with one or more respondents after the RFQ deadline, to secure a final selection to award RFQ should such action be in the best interest of JPSD.

**I/WE UNDERSTAND AND AGREE THAT NEITHER THE AWARD OF THIS RFQ TO ME/US BY THE DISTRICT'S BOARD OF TRUSTEES NOR RECEIPT BY ME/US OF A NOTICE OF ACCEPTANCE OF THIS RFQ SHALL CONSTITUTE THE MAKING OF A CONTRACT BETWEEN JPSD AND ME/US, WHICH SHALL BE CONDITIONED UPON THE EXECUTION BY BOTH JPSD AND ME/US OF A FORMAL, WRITTEN AGREEMENT.**

RESPECTFULLY SUBMITTED,

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

SIGNED \_\_\_\_\_

WRITE OUT  
SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_

DATE \_\_\_\_\_

**Addendum:** Vendor shall acknowledge the receipt of all addendums which were issued during the course of this rfq. If specified in the text of the addendum, in addition to acknowledging receipt of

the addenda below, the addenda may require additional information required for the rfq (e.g., pricing), in which case the Addendum shall not only be acknowledged below but shall be completed and attached to the rfq at the time the rfq proposal is submitted. Receipt of the following Addendum issued during the course of this formal rfq is hereby acknowledged:

Addendum Number		Date	
Addendum Number		Date	
Addendum Number		Date	

It is acknowledged that this rfq proposal consists of the following sections: **PROPOSAL FORM, INSTRUCTIONS AND CONDITIONS, SPECIFICATIONS** and any **ADDENDUM** (if applicable).

### **Acceptance and Award of RFQ Proposals**

The Vendor's rfq proposal, once submitted and accepted as a valid rfq by JPSPD, shall be deemed by both parties to constitute a legal and binding offer on the part of the Vendor to sell to JPSPD as per the terms of the rfq specifications, all products and/or services contained therein. RFQ proposals are subject to acceptance by JPSPD at any time within forty-five (45) calendar days following the rfq opening date. Consequently, all price quotations shall be effective for a minimum of forty-five (45) calendar days and a maximum period as indicated in the specifications. All rfqs must be valid for the effective dates stated in the specification, if applicable.

Award of contract shall be made to the responsible Vendor whose rfq, conforming to the specifications, is deemed to be the most advantageous to JPSPD, price and all other factors considered. The Vendor acknowledges the right of JPSPD to reject the rfq, in part or in total, if the Vendor fails to submit the data required in the specifications, or if the rfq is in any way incomplete or irregular. Under no circumstances may a Vendor deliver, install, or perform any service as specified in these specifications without written authorization from JPSPD (i.e., a duly issued purchase order or signed contract). All formal rfq proposals shall be approved by the Board of Trustees prior to the award of the rfq.

The Vendor shall be issued a purchase order document, which shall be deemed acceptance of the rfq proposal offer made by the Vendor, for all items and/or services approved by the Board of Trustees and awarded as a result of this rfq. However, if in the opinion of JPSPD a contract document is required to authorize the award of the rfq. Vendor agrees to sign and execute all such contract documents as required in the written specifications. NOTE: If Vendor policy requires that JPSPD sign Vendor contract documents, a sample of all such documents shall be included with the rfq proposal and shall become a part of the Vendor's rfq proposal.

### **Grievance Procedure**

JPSPD has adopted a Vendor Grievance Procedure to address and resolve any Vendor grievances or disputes resulting from or arising out of JPSPD's rfq process. If Vendor disagrees with any aspect of the rfq process, Vendor shall adhere to the following procedure. Vendor shall submit a letter or written statement of protest to the Purchasing Agent, with a copy to the Superintendent, identifying the rfq, including rfq number, title, opening date and, if applicable, the item number(s) at issue, and explaining, in detail, the nature of and/or reason(s) for the protest. No verbal protest

shall be acknowledged by JPSD. Vendor protests must be received by the Purchasing Agent not later than five (5) business days prior to the date of the Board meeting at which the Board is to act upon the rfq that is the subject of the protest. A review committee, appointed by the Superintendent, shall evaluate the protest and render a decision expeditiously. The decision of the review committee shall be based on evidence presented by the Vendor, the Purchasing Agent and other appropriate parties, to be determined in the discretion of the committee. In the sole discretion of the committee, the committee may conduct a hearing on Vendor's protest. The decision of the review committee shall be submitted to the Superintendent for approval. The protesting Vendor shall be informed, in writing, of the Superintendent's decision not later than two (2) business days prior to the date of the Board meeting at which the Board is to act upon the rfq that is the subject of the protest. The Superintendent's decision shall be final unless Vendor appeals such decision to the Board of Trustees. If Vendor's wishes to appeal the Superintendent's decision, Vendor shall deliver its appeal, in writing, to the Office of the Superintendent not later than 12:00 p.m. on the date of the Board meeting at which the Board is to act upon the rfq that is the subject of the appeal. Appeals shall be presented to the Board at the meeting at which the Board acts upon the rfq that is the subject of the appeal and Vendor, upon written request, will be granted up to five (5) minutes to appear and present to the Board at such meeting its protest and/or appeal. After the Board takes final action upon an rfq, no appeals or protests will be acknowledged by JPSD. The decision of the Board shall be final, subject to Vendor's right to pursue a legal remedy.

#### **Submission of RFQ Proposals**

RFQs, once completed, should be placed in an opaque sealed envelope. On the outside of the envelope, list the vendor's name/address, RFQ number and title as they appear on the RFQ proposal in order that the rfq may be accurately registered upon receipt. A responsible official who is a legal representative of the Vendor must sign the attached proposal form, in order for the rfq to be valid and acceptable. An rfq which is not signed is not binding on the part of the Vendor and therefore does not constitute an informality which may be waived by JPSD. Please submit proposal to address listed below

**Jackson Public School District  
Business Office  
Attn: Bettie Jones  
662 S. President Street  
Jackson, MS 39201**

**PLEASE SUBMIT ORIGINAL RFQ DOCUMENTS AND ONE COPY IN THE  
FORMAT/DESIGN ISSUED ALONG WITH OTHER DOCUMENTATION ATTACHED TO  
THE BACK OF PROPOSAL**



Jackson Public Schools

Post Office Box 2338 - Jackson, Mississippi 39225-2338

Telephone: 601-960-8799 ☎ Fax: 601-960-8967

### REQUEST TO ADD VENDOR

To be completed by JPS School/Location:

School/Department Requesting Vendor Addition \_\_\_\_\_

To Be Completed by Vendor: Please complete all sections and fax back to 601-960-8967.

Will your company accept purchase orders? ☐ Yes ☐ No

**Note: An original JPS purchase order is required for all material purchases. Do not accept any order without a purchase order.**

**Are you an employee of the Jackson Public School District?** ☐ Yes or ☐ No

Product Line \_\_\_\_\_

PARENT COMPANY NAME: \_\_\_\_\_

Doing Business As (dba) NAME: \_\_\_\_\_

Order Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Physical Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

#### REMITTANCE ADDRESS:

Vendor Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_

Parent Company Tax ID# \_\_\_\_\_

D/B/A Federal Tax ID/Social Security #: \_\_\_\_\_

#### Select One

**This information will be used to track purchases from minority vendors.**

Minority Code: ☐ Woman & Minority ☐ Minority  
☐ Non-Minority ☐ Woman

#### Select One

Type of Entity ☐ Individual/Sole Proprietor ☐ Corporation  
☐ Partnership ☐ Other \_\_\_\_\_

**\*\*\*\* JPS accepts no responsibility for orders filled without a valid purchase order.**

Submitted By: Signature \_\_\_\_\_

Date \_\_\_\_\_

#### FOR INTERNAL USE ONLY

Vendor Number: \_\_\_\_\_ 1099: ☐ Yes ☐ No

Completed By: \_\_\_\_\_ Date: \_\_\_\_\_

Company's W-9 must accompany this form for IRS purposes. Revised 06-07-17 bj

# **REQUEST FOR STATEMENTS OF QUALIFICATIONS AND EXPRESSIONS OF INTEREST**

*for*

Multiple School Improvements and Upgrades

**Phase I of III**

**2018-2019 Jackson Public Schools**

**Bond Construction Program**

Jackson Public Schools Requests Statements of Qualifications and Expressions of Interest (each, a "Statement of Qualifications") to provide professional services for Multiple School Improvements and Upgrades, **Phase I of III**, 2018-2019 Jackson Public Schools, Bond Construction Program ("Services").

Jackson Public Schools will receive Statement of Qualifications to perform the Services at Jackson Public Schools' administrative offices, Business Office, Post Office box 2338 –Zip 39225-2338, 662 South President Street, 39201, Jackson, Mississippi, 39201 until **3:00 p.m. CST on October 19, 2018** (the "Deadline").

Jackson Public Schools will not consider any Statement of Qualifications received after the Deadline. Information for Respondents relating to this Request for Statement of Qualifications ("RFQ") is on file and opens for public inspection at the Business Offices of Jackson Public Schools. The Information for Respondents contains a copy of the RFQ, General Information for Respondents, Information Required from Respondents and Criteria for Selection.

**Interested persons may obtain a copy of the Information for Respondents from Jackson Public Schools District website at [www.jackson.k12.ms.us](http://www.jackson.k12.ms.us) or emailing Mr. Paxton Green at [pagreen@jackson.k12.ms.us](mailto:pagreen@jackson.k12.ms.us) or obtaining documents from JPSD Business Office, 662 S. President Street, Jackson, MS 39201.**

Jackson Public Schools will hold a Pre-Submission Conference at 10:00 a.m. CST on October 11, 2018, in the Jackson Public School District Board Room at 621 S. State Street, Jackson, MS 39201. Attendance at the Pre-Submission Conference is mandatory for all those submitting Statement of Qualifications as a Prime Consultant for the Services.

Based on the Statement of Qualifications for **Phase I**, Jackson Public Schools will initiate negotiations with the Respondents ranked first (1<sup>st</sup>) through eight (8<sup>th</sup>). If such negotiations fail to produce an agreement with Respondents that's satisfactory to Jackson Public Schools, within a reasonable period of time, then Jackson Public School District may reject ranked Respondent(s).

In that event, Jackson Public Schools will follow the same process with the each ranked Respondent until each agree to and enter into an agreement satisfactory to Jackson Public School District.

Jackson Public Schools reserves the right to: (1) reject any and all Statement of Qualifications, for any reason, any time before execution of a contract or purchase order with a Respondent selected by Jackson Public School to perform the Services and (2) waive any and all informalities and irregularities in the selection process.

## Website Publications:

Jackson Public Schools - [www.jackson.k12.ms.us](http://www.jackson.k12.ms.us)

MS Development Authority – [www.msdcpc.com](http://www.msdcpc.com)

Local Chapter of the American Institute of Architects (AIA) - [www.aiamississippi.org](http://www.aiamississippi.org)

Local Chapter of the - Mississippi Engineering Society - [www.msengsoc.org](http://www.msengsoc.org)

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## PART I. GENERAL INFORMATION FOR RESPONDENTS

1. **Issuer:** Jackson Public Schools (JPS) is the issuer of this Request for Proposal ("RFQ").
2. **JPS Authorized Contact:** JPS Contact for this RFQ is Mr. Donald McCrackin, Executive Director of Facilities & Operations. All questions regarding this RFQ must be directed as follows:

**Jackson Public School District  
Facilities & Operations  
Attn: Mr. Donald McCrackin  
101 Dennis Holloway Street  
Jackson, MS 39203**

Telephone No.: (601) 960-8795

E-Mail: [dmccrackin@jackson.k12.ms.us](mailto:dmccrackin@jackson.k12.ms.us)

or from Jackson Public School's website at

[www.jackson.k12.ms.us](http://www.jackson.k12.ms.us)

### 3. Purpose of RFQ; Scope of Work.

- 3.1. Professional services for design services for Multiple Schools Improvements and Upgrades throughout the Jackson Public Schools District (JPSD).

#### Phase I of III Projects:

School Name	Proposed Projects	Projected Expenditure*
<b>HIGH</b>		
Callaway - CAP	Site Drainage and Soil Erosion Control Lab Chemical Storage Upgrade Exterior and Interior Door Replacements Bleacher repair (gym) Heating, Ventilation, and Air Conditioning Systems (HVAC) Reroofing Restroom Renovations Upgrade Exterior and Interior Lighting Repair Parking Lots Electrical Upgrades Building Entry Façade Upgrade Add Parking at East Building Corner Repair and Widen Pedestrian Walkways Upgrade Building Walkway	\$5,780,000.00



Forest Hill - <b>CAP</b>	Site Drainage and Soil Erosion Control Repair Gymnasium Floor Heating, Ventilation, and Air Conditioning Systems – Gym (HVAC) Exterior and Interior Door Replacements Removal of Carpet and Install Tile Flooring Restroom Renovations Upgrade Exterior and Interior Lighting Electrical Upgrades Performing Arts Space	\$8,150,000.00
Jim Hill - <b>CAP</b>	Site Drainage and Soil Erosion Control Window Repairs and Replacements Exterior and Interior Door Replacements Upgrade Heating, Ventilation, and Air Conditioning Systems Restroom Renovations Upgrade Exterior and Interior Lighting Resurface Parking Lots Electrical Upgrades Upgrade Building Entry Ramp and Railing Building Entry Façade Upgrade	\$1,400,000.00
Lanier	Repair Under Building Drainage Window Replacements Exterior and Interior Door Replacements Restroom Renovations Upgrade Exterior and Interior Lighting Electrical Upgrades Resurface Rear Parking Lot Repair and Widen Pedestrian Walkways Upgrade Building Walkway Building Entry Façade Upgrade	\$1,100,000.00
Murrah	Site Drainage and Soil Erosion Control Exterior and Interior Door Replacements Restroom Renovations Upgrade Exterior and Interior Lighting Interior Corridor Control Gates Repair and Widen Pedestrian Walkways Upgrade Building Walkway Building Entry Façade Upgrade	\$1,050,000.00
Provine - <b>CAP</b>	Drainage and Plumbing Repairs Underneath Building Interior Corridor Control Gates Exterior and Interior Door Replacements Restroom Renovations Upgrade Exterior and Interior Lighting Repair Student and Teachers Parking Lots Building Entry Façade Upgrade	\$1,100,000.00
Wingfield - <b>CAP</b>	Site Drainage and Soil Erosion Control Restripe Parking Lot Restroom Renovations Upgrade Exterior and Interior Lighting Building Entry Façade Upgrade	\$800,000.00

CDC - <b>CAP</b>	Repair Building Entrance Brick Pavers Exterior Door Replacements Removal of Carpet in Various Rooms and Install Tile Flooring Upgrade Heating, Ventilation, and Air Conditioning Restroom Renovations Upgrade Exterior and Interior Lighting Electrical Upgrade	\$500,000.00
CCAS	Site Drainage and Soil Erosion Control Upgrade Heating, Ventilation, and Air Conditioning Systems Restroom Renovations Upgrade Exterior and Interior Lighting Resurface Parking Lots Electrical Upgrades Upgrade Exterior and Interior Lighting Electrical Upgrades	\$600,000.00
All High Schools	Upgrade Science Labs	\$7,000,000.00
All High Schools	Renovate libraries and academy spaces	\$5,000,000.00
Forest Hill	New JROTC building Proposed: Forest Hill Campus	\$1,250,000
Athletic Facilities	Newell Field (Renovate and Upgrade) Baseball/Softball Complex	\$5,690,000.00
	<b>High School -Total</b>	<b>\$39,420,000.00</b>

**CAP** - Indicates projects that will address items indicated in (MDE Standard 30) the District **Corrective Action Plan**

\*The aggregate cost of all proposed individual projects listed above are estimated not to exceed \$65,000,000. The individual projects included may vary depending on a number of various factors, including but not limited to, the receipt of construction bids, the availability of bond proceeds, leverage loan proceeds, note proceeds and any additional fund, if applicable to the project. The inclusion of the projects listed does not prohibit the District from including additional projects and/or bind the District to the projects included in the above list.

- 3.1.1. Evaluate existing conditions, provide construction cost estimates for: services for structural, mechanical, electrical, and architectural improvements; and
  - 3.1.2. Provide design drawings and specifications for solicitation of Construction Bids for the proposed Concession Improvements.
4. **Joint Submissions.** Statement of Qualifications submitted in response to this RFQ may be submitted by:
- 4.1. A single consultant; A joint venture (in which all joint venture members will be responsible to JPSD for proper performance of the Services);

- 4.2. A consultant with Sub-Consultants, so long as all information required by this RFQ is provided for the Consultant and all Sub-Consultants.
5. **Selection Process.** After evaluation in accordance with the criteria set forth in PART IV: CRITERIA FOR SELECTION, Jackson Public Schools will initiate negotiations with the Respondent ranked first (1<sup>st</sup>) through eight (8<sup>th</sup>) on the list. If such negotiations fail to produce an agreement with Respondents, in form and content, satisfactory to JPSPD, within a reasonable period of time, then JPSPD may reject ranked Respondent(s). In that event, JPSPD will follow the same process with the other Respondents, in the order of their ranking, until a Respondent agrees to and enters into an agreement satisfactory to JPSPD.

## **PART II. GENERAL REQUIREMENTS FOR STATEMENT OF QUALIFICATIONS**

1. **Deadline.** The Statements of Qualifications must be received by JPSPD no later than **3:00 p.m. (Local Prevailing Time) on October 19, 2018** ("Deadline"). The official time of record is the date and time stamp located at the JPSPD Business Offices at 662 South President Street, Jackson, MS. JPSPD will deem any Statements of Qualifications received after the Deadline non-responsive and will reject all late-received submissions, without review. The opening of any Statement of Qualifications does not constitute approval by JPSPD of such Respondent as a suitable and qualified Respondent.
2. **Pre-Submission Conference.** JPSPD will hold a pre-submission conference relating to the Services and the requirements of the RFQ at **10:00 a.m. (Local Prevailing Time) on October 11, 2018** in the Jackson Public School District Board Room located at 621 S. State Street. Attendance at the pre-submission conference is **mandatory** for any entity intended to submit a Statement of Qualifications as a Primary Respondent. Identified Sub-Consultants, and or persons seeking opportunities to provide services as a Sub-Consultant are encouraged to attend the pre-submission conference, though attendance is not mandatory.
3. **Interpretation of Information for Respondents.** Each Respondent should examine the Information for Respondents carefully. All requests to JPSPD for interpretation, clarification or correction of any ambiguity, inconsistency or error must be submitted in writing and delivered to Mr. Donald McCrackin, Executive Director via email at [dmcckrackin@jackson.k12.ms.us](mailto:dmcckrackin@jackson.k12.ms.us). Only interpretations, clarifications or corrections by Addendum issued by Mr. Donald McCrackin, shall be binding on JPSPD and the Respondents.
4. **Questions and Requests for Additional Information.** Any questions regarding this RFQ or the Services **must be submitted in writing** to Mr. Donald McCrackin. JPSPD will not provide individual responses to any Respondent. JPSPD will respond to all questions by Addendum. The deadline for submission of any questions to JPSPD will be **3:00 p.m. (Local Prevailing Time) on October 17, 2018**. Each question must specifically identify this RFQ.

5. **Addenda.** If it becomes necessary to revise any aspect of this RFQ or to provide additional information to Respondents, JPSD, will issue one or more Addenda by posting on JPSD's website (<http://www.jackson.k12.ms.us>).
- 5.1 JPSD will also endeavor to deliver a copy of each Addendum to all persons on record with JPSD as receiving a copy of the Information for Respondents via email.
- 5.2 No Addendum will be issued later than two (2) business days prior to the Deadline, except an Addendum withdrawing this RFQ or postponing the Deadline (which Addendum may be issued at any time up to the Deadline). Each Respondent is solely responsible for ensuring that it receives and understands all Addenda issued by JPSD.
- 5.3 Each Respondent is solely responsible for ensuring that it receives and understands all Addenda issued by JPSD.
6. **Copies to be Provided.** Each Respondent must submit one (1) paper copy of its Statement of Qualifications. In addition, each Respondent must submit one (1) copy of its entire Statement of Qualifications (including all attachments and exhibits) in digital format. The digital copy of the Statement of Qualifications shall be submitted on CD-ROM, DVD or USB flash drive in Adobe\*.pdf (searchable) format. The paper copy and the digital copy of the Statement of Qualifications must be enclosed in a sealed envelope or package, the outside of which must be marked with the name of the Respondent and the following in letters at least one (1) inch in height: **"Statement of Qualifications for JPSD Multiple Improvements and Upgrades – RFQ 2018-01."**
7. **Formatting and Page Limits.** No Statement may exceed 20 pages, exclusive of appendices. The Respondent's letter of transmittal, table of contents, summaries and introductions shall be included in the 20-page limit. JPSD prefers a Statement of Qualifications contained on 8.5" x 11" pages only, with all four margins being at least one inch. All text information in the main part of the Statement of Qualifications must be in an easily read font. All required forms enclosed as Exhibits in this RFQ and references may be included as appendices which will not be counted against the 20-page limitation. Statements of Qualifications should be prepared simply and economically, and they should provide a straightforward and concise description of the Respondent's proposal, including its ability to perform the Services.
8. **Information to be Provided.** Statement of Qualifications must respond to all requirements of the RFQ and be sufficient for JPSD to evaluate the qualifications and experience of the Respondent and the Respondent's ability to perform the Services. At a minimum, the information specified in PART III: INFORMATION REQUIRED FROM RESPONDENTS must be provided. The information provided in the Statement must be complete and accurate, and the Statement of Qualifications must be sworn to before a **notary public** by an officer, partner or member of the Respondent authorized to bind the Respondent using the Identification of Respondent form attached as **Exhibit 1**.

9. **Acknowledgement of Addenda.** Each Respondent must acknowledge receipt of any Addendum to this RFQ or the Information for Respondents. Respondent shall do this by including with its Statement of Qualifications a properly executed Acknowledgment of Receipt of Addendum in the form that accompanies such Addendum, if any.
10. **Statement Must Be Signed.** Each Respondent must manually sign and have notarized at least one copy of its Statement of Qualifications by submitting an Identification of Respondent form attached as **Exhibit 1**.
11. **Representations of Respondent.** Each Respondent, by submitting a statement of Qualifications, represents that: (a) it read and understands the Information for Respondents; (b) is familiar with the conditions under and the purpose for which the Services will be performed; (c) has all professional qualifications, licenses, certifications and registrations necessary to perform the Services and is knowledgeable of and has fully complied with them; and, (d) if selected by JPSD, will fully comply with all federal, state and local laws, ordinances, rules and regulations that apply to the Services and Respondent's performance of them.
12. **Professional Qualifications.** All Services must be performed under the following professional qualifications:
- 12.1. All Architectural Services must be performed by or under the supervision of a registered Professional Architect licensed with the Mississippi State Board of Architecture.
- 12.2. All Engineering Services must be performed by or under the supervision of a registered Professional Engineer licensed with the Mississippi State Board of Licensure for Professional Engineers and Surveyors
13. **Investigations.** JPSD reserves the right to make any and all investigations as it deems necessary to establish the competency of any Respondent to perform the Services.
14. **Rejection of Statement of Qualifications.** JPSD reserves the right, in its sole discretion, to reject any and all Statement of Qualifications and to waive any technicality, informality or irregularity in any Statement of Qualifications received, for any reason, at any time prior to entering into a contract to perform the Services. Without limiting the foregoing, JPSD specifically reserves the right to reject a Statement of Qualifications which is incomplete or irregular in any manner.
15. **Agreement.** The selected Respondent will be required to enter into JPSD's standard form agreement or Purchase Order. The Agreement will contain, among other things, an agreement to perform the Services in accordance with standards of the industry, provisions required by applicable law and such other terms and conditions as JPSD deems appropriate. In no event will the Agreement contain any provision which (i) limits the Consultant's liability to JPSD or (ii) indemnifies the Consultant for the acts of JPSD or others.
16. **Compensation.** JPSD will select Respondents based on qualifications and experience expressed in the Statement of Qualifications provided. Respondents should not submit any

cost or fee information or performance schedule with their Statement of Qualifications. JPSD will negotiate with the selected Respondent concerning fees, costs and a schedule for the Services.

16.1 The selected Respondent will be required to submit a proposed schedule of fees and estimated expenses information prior to execution of an agreement and may be either:

16.1.1 A firm fixed price, plus or inclusive of out-of-pocket expenses;

16.1.2 On an hourly basis at approved rates, subject to a predetermined maximum.

16.2 Jackson Public Schools will consider other methods of compensation.

17. **Costs Incurred by Respondents Prior to Execution of an Agreement and Notice to Proceed.** JPSD will not be responsible for any costs incurred by any Respondent in preparation of its Statement of Qualifications. Further, JPSD will not be responsible for any costs incurred by the selected Respondent under any agreement prior to the effective date of the Agreement.

18. **Disclosure of Response Contents.** All materials submitted in response to this RFQ will be the property of JPSD and may be held by JPSD or returned to each respective Respondent, at JPSD's sole discretion. In preparing its Statement of Qualifications, each Respondent should be aware that some or all of its submission may be subject to public inspection and/or reproduction under the Mississippi Public Records Law, § 25-61-1 et seq., Mississippi Code of 1972, as amended.

19. **Nondiscrimination.** JPSD, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all respondents to this RFQ that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award. By submitting a Statement of Qualifications, each Respondent agrees that it understands that JPSD is an equal opportunity employer. Disadvantaged Business Enterprise, Minority Owned, Woman Owned, and Small Business Participation will be equally considered to render services for the projects described in this RFQ.

20. **Conflicts of Interest and Gratuities.** Each Respondent must submit a written statement with their proposal expressing that they do not have a Conflict of Interest (Immediate relatives that are members of Board of Trustees) in rendering services for JPSD and no form of a Gratuity has not been offered or presented prior to submittal of this proposal that is prohibited by state law. Failure to provide said document will be grounds for rejection of the Respondent's Proposal without review or consideration by JPSD.

### **PART III. INFORMATION REQUIRED FROM RESPONDENTS**

***(Respondents must tab each item in this section below 1-9.)***

1. Required Information. To be selected, a Statement of Qualifications must demonstrate that the Respondent is highly qualified by expertise and experience to perform the Services. A Statement of Qualifications should emphasize the Respondent's qualifications and experience regarding all aspects of the Services. **At a minimum, all of the following information MUST be furnished by each Respondent, as part of its Statement of Qualifications.** The information provided must be complete and accurate. Any omission, inaccuracy, or misstatement may be cause for rejection of the submission.
2. Identification of Respondent.
  - 2.1. Cover Letter.
  - 2.2. Full, correct, legal name and type of business entity of the Respondent, and, if applicable, the Respondent's state of incorporation or organization.
  - 2.3. The Respondent awarded the Services will be required to be authorized by the Mississippi Secretary of State to do business in the State of Mississippi and be in good standing at all times while performing the Services and obtain and maintain a City of Jackson Business Privilege License.
  - 2.4. Street and Mailing address of the Respondent.
  - 2.5. Name of the Respondent's representative for purposes of notice or other communications regarding the RFQ.
  - 2.6. If the address of the Respondent or name of the Respondent's representative, for purposes of notice or other communications regarding the Agreement, will be different from the above, such other address or name must be provided.
  - 2.7. Telephone and email addresses for the Respondent and, if different, for the Respondent's representative regarding the Proposal and the Agreement.
  - 2.8. Name, titles and business address of each director, senior officer and any shareholder, partner or member having, owning or controlling 10% or more ownership interest in the Respondent.
3. Organizational Summary. An organizational summary of the Respondent to include the following:
  - 3.1.1. A description of the Respondent's organization, including addresses of all central, branch or satellite offices; the number of employees; all major divisions and areas of expertise.
  - 3.1.2. A description of the key personnel the Respondent will utilize to perform the Services, including education, professional qualifications, length of service, special expertise, and experience must be provided. Resumes of Key Personnel Proposed for any of the listed projects.

- 3.1.3. Staffing. Respondent shall affirm and provide supporting evidence that the Respondent's organization is sufficiently staffed and capable to properly and fully perform the Services and must be provided.
4. Experience.  
Each Respondent must provide evidence of related work experience. Each Respondent must provide at least three (3) related professional references including valid telephone number and email address.
5. Terminated Contracts, Forfeiture, Bankruptcies, Etc., State the following:
- 5.1.1. Regarding all contracts of the Respondent (or any subsidiary, parent or affiliate of the Respondent) for services, similar to the Services sought by the RFQ that were terminated, either voluntarily or involuntarily, prior to the expiration of their respective terms during the past five (5) years: the name, location and address of the other party(ies) to said contracts, if any, and the date(s) of termination;
- 5.1.2. Regarding any forfeited or canceled sureties or bonds within the past five (5) years, the name and address of the surety and date of the forfeiture or cancellation;
- 5.1.3. A detailed description of any judgments and any pending or threatened lawsuits involving Respondent (or any wholly-owned subsidiary, parent or affiliate of the Respondent) during the past five (5) years for work or services similar to the Services sought by this RFQ;
- 5.1.4. A description, date of filing and court address for any petition in bankruptcy filed by or against the Respondent (or any wholly-owned subsidiary, parent or affiliate of the Respondent) during the past five (5) years.
6. Expertise and Special Knowledge. In the event certain features of the Services are of such complexity and nature as to require specialized or expert assistance, Respondent shall affirm that the Respondent's organization or team is sufficiently staffed with such specialists. However, if it will be necessary to associate with others to provide the specialized or expert assistance, a full description and identification of the person(s)/entity(ies) that will be associated and a description of the work she/he/it will perform shall be provided.
7. Professional Qualifications. All Services must be performed under the following professional qualifications:
- 7.1.1. All Architectural Services must be performed by or under the supervision of a registered Professional Architect licensed with the Mississippi State Board of Architecture. All Engineering Services must be performed by or under the supervision of a registered Professional Engineer licensed with the Mississippi State Board of Licensure for Professional Engineers and Surveyors.
- 7.1.2. All professional Planning Services must be performed in accordance with American Institute of Certified Planners licensing requirements.



8. Insurance. Respondent shall affirm that it has the capability to meet the following insurance requirements prior to execution of an Agreement with JPSPD: Consultant shall maintain at its own expense, insurance in accordance with the following throughout the term of an agreement for the following:

8.1.1. Professional liability insurance in an amount not less than \$1,000,000.00 (including blanket contractual liability coverage with all coverage retroactive to the earlier of the date of the Agreement or the commencement of Consultant's Services in relation to a Project, said coverage to be maintained for a period policy in effect until final and satisfactory completion of all such services.

9. Other Information. Any other information the Respondent wishes to submit to JPSPD for consideration in evaluating the Respondent's Proposal may be submitted.

*(Respondents must tab each item in this section above 1-9.)*

## PART IV. CRITERIA FOR SELECTION

1. All properly labeled Proposals per Part II, GENERAL REQUIREMENTS FOR PROPOSALS, received before the Deadline will be reviewed and evaluated by JPSPD.

1.1. Respondents will be selected by JPSPD in priority order for negotiation of the Agreement, based on JPSPD's determination, in its sole discretion, as to the Respondents best qualified to perform the Services.

Scoring Criteria for Request for Qualifications (RFQ)	Specific Breakdown of Available Points	Points Available by Sub Category	Total Points Available
<u>Experience:</u> Direct professional project experience with projects of the same type similar scope and complexity.	School Designs or Related Work	15	30
	Facility Improvements and Upgrades Design Work	15	
<u>Qualifications:</u> Professional licensure as required by the scope of work	Architect	5	15
	Civil or Structural Engineer	5	
	Mechanical or Electrical Engineer	5	
<u>Disadvantaged Business, Minority Owned, Woman Owned, and Small Business Enterprises</u>	Quality - of proposed participation as evidenced in element of work identified	8	15
	History - of DBE involvement in prior projects with JPSPD and other clientele	7	
<u>Capacity:</u> Exhibited by Proposed Project Plan and Schedule	Proposed plan of work	10	20
	Proposed schedule of work	10	
<u>Organization of Submission</u>	Clarity of submission	10	20
	Submission of all required documentation	10	
<b>TOTAL</b>			<b>100</b>

1.2. Responses shall be evaluated according to the criteria listed in Table 1 below.

## EXHIBIT 1

### IDENTIFICATION OF RESPONDENT

1. Respondent's full legal name is: \_\_\_\_\_

2. Respondent is (mark one):

<input type="checkbox"/>	Corporation	<input type="checkbox"/>	Individual
<input type="checkbox"/>	Limited Partnership	<input type="checkbox"/>	General Partnership
<input type="checkbox"/>	Limited Liability	<input type="checkbox"/>	Other Company

Respondent is registered in the State of \_\_\_\_\_.

3. Respondent's street and mailing addresses are as follows:

4. Street Address	Mailing
_____	_____
_____	_____
_____	_____

5. Respondent's representative regarding this Proposal is: \_\_\_\_\_

6. Telephone number, facsimile number and e-mail address for Respondent's representative:

Telephone number: \_\_\_\_\_ Facsimile number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

7. Affirmations:

☐ I affirm that if selected for the Services in this Request for Statement of Qualifications, the insurance requirements established in Part III, Information Required from Respondents, Certificates of Insurance shall be provided to JPSPD with JPSPD listed as additional insured prior to execution of an Agreement.

☐ I affirm that if selected for the Services in this Request for Statement of Qualifications, I or my company will register to conduct business with the Mississippi Secretary of State as established in Part III, Information Required from Respondents, Number 2.2 prior to execution of an Agreement.

☐ I affirm that if selected for the Services in this Request for Statement of Qualifications, I or my company will obtain a City of Jackson Mississippi Business Privilege License as established in Part III, Information Required from Respondents, Number 2.2 prior to execution of an Agreement.

The undersigned hereby represents everything in this Statement of Qualifications is true, correct and complete.

The undersigned acknowledges and agrees that JPSD reserves the right to reject any and all Proposals, to re-advertise for Services, and to waive any informalities, technicalities, and irregularities in the Statement of Qualifications received at any time prior to execution of the Agreement for any reason.

Respectfully submitted, RESPONDENT:

\_\_\_\_\_  
Legal Name of Respondent

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name of Signatory

\_\_\_\_\_  
Title of Signatory

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

PERSONALLY, APPEARED BEFORE ME, the undersigned authority in and for the said County and State, on this \_\_\_\_\_ day of \_\_\_\_\_, 2016, within my jurisdiction, the within named \_\_\_\_\_ (Name), who acknowledged that he/she is \_\_\_\_\_ (Title) of \_\_\_\_\_ (Company Name), and that for and on behalf of said Company, and as its act and deed, he/she executed the above and foregoing instrument, after first having been duly authorized by said Company so to do.

\_\_\_\_\_  
Notary Public

My Commission Expires:

\_\_\_\_\_

[S E A L]

## RFQ CHECKLIST

The list below is provided to the Respondent as a checklist to verify that all required documentation/information listed in this RFQ is included in the Respondent's submittal. This checklist in no way supersedes any requirement listed in the RFQ.

┌ **Identification of Respondent, which includes:**

- Full legal name and type of business entity of the Respondent;
- Street and mailing address of Respondent;
- Name of Respondent's representative for notification purposes;
- Address and phone number of representative if different from address provided above; and
- Name, titles, and business address of each director, senior officer and any shareholder, partner or member having, owning or controlling 10% or more ownership interested in the Respondent.
- Identification of Respondent form attached as Exhibit 1. (**Signature and notary required**)

┌ **Organizational summary, which includes:**

- A description of the Respondent's organization;
- A description of the key personnel the Respondent would utilize; and

┌ **Experience of the Respondent, which includes:**

- Evidence of related work experience; and
- References.

┌ **A statement Conflict of Interest and Gratuities**

┌ **A statement related to any terminated contracts during the past five (5) years:**

- Any terminated contracts, forfeiture, etc. or affirmation there are none;
- Any judgements or pending/threatened lawsuits or affirmation there are none; and/or
- Any Bankruptcies or affirmation there are none.

┌ **Number of copies to be provided**

- One (1) paper copies.
- One (1) digital copy.

┌ **Acknowledgement of any Addenda issued in relation to this RFQ (Signature required).**