

MISSISSIPPI COAST COLISEUM COMMISSION

REQUEST FOR QUALIFICATIONS INFORMATION PACKET

MISSISSIPPI COAST COLISEUM COMMISSION (“Owner”) will accept sealed statements of qualifications from qualified firms for professional engineering services in connection with the **PROFESSIONAL ENGINEERING SERVICES FOR MISSISSIPPI COAST COLISEUM DEMOLITION AND CONTRUCTION OF VIP HOSPITALITY AREA.** (“Project”).

The Owner is seeking funding for the Project from the United States Department of the Treasury, through the Mississippi Department of Environmental Quality, as more thoroughly described in **Attachment A: “Advertisement – Request for Qualifications”**.

If you have any questions concerning the request for qualifications, please call MS Coast Coliseum Commission’s Assistant Executive Director: Michelle Menningmann at 228-594-3718.

The services required for this project are:

ENGINEERING

The selected Engineer shall complete engineering services in accordance with applicable State and Federal laws, regulations and procedures. Engineer shall provide professional engineering services, including serving as the Owner’s professional engineering representative for the Project, and providing professional engineering consultation and advice. Activities will include engineering and architectural services for the demolition and construction of the designated VIP Area located at 2350 Beach Boulevard, Biloxi, MS, 39531.

INTRODUCTION

The Engineer shall understand the purpose for this project is to oversee demolition activities, prepare design documents, assist in bidding, and provide all construction administrative services to complete the hospitality area remodel. The new area will enable Owner to effectively increase revenues for future shows by providing a first-class experience to premium ticket holders.

SCOPE OF SERVICES

The scope of services shall, as a minimum include the following:

1. Existing Area Demolition
2. Program Development and Project Construction Cost Estimate
3. Schematic Design and Design Development
4. Subconsultants
5. Project Manual
6. Bidding Services
7. Contract Administration and Observations

See **Attachment B: “Scope of Work”** for additional information regarding engineering services required.

Engineering firms proposing to perform engineering services should submit a list of their qualifications, experience, and capacity for performance. Firms must submit the name of the primary contact person and the person within the firm who will be the Owner's contact and party primarily responsible for rendering services if the firm is selected.

The Owner will consider the following criteria when rating Statements of Qualifications for this project:

SELECTION CRITERIA

30 Pts **Qualifications**: Proposers are encouraged to elaborate on their qualifications and performance data or staff pertinent to the proposed project. This should include resumes for key personnel of the submitting firm as well as resumes for subconsultant's key personnel. Each firm or individual will be evaluated on its familiarity with the state and local regulations and procedures.

25 Pts **Specific Experience**: Each firm or individual will be evaluated on its demonstrated capabilities and experience to provide engineering services to the Owner. Specific project experience of the proposed Architectural / Engineering team in the demolition and renovation of areas with-in operating facilities similar to the Coliseum. This should be limited to 5 relevant projects completed with-in the last 5 years. Federal Grant Project Experience: The experience of the firm or individual with federal grant programs. The information submitted should, as a minimum, include: (1) type of federal program, (2) the amount of federal funds; and (3) types of project activities undertaken, pertinent to federally-assisted projects.

25 Pts **Capacity**: Capability to design project and advertise for bid and award for construction by November 2018. Each firm or individual will be evaluated on its ability to provide engineering services in a timely manner. Items to be considered include number of qualified staff (emphasis on local staffing), supporting technical staff, availability of equipment and facilities. Registration as a professional engineer in the State of Mississippi is considered a requirement in the ability to complete the work.

20 Pts **Proximity to Site**: Distance (as the crow flies) from main design office and location of key personnel to the Coliseum. Each firm or individual will be evaluated on the proximity to the Owner's project.

All statements of qualifications will be rated on the following system to determine the best qualified proposer:

<u>Description – Maximum Points</u>	
Qualifications –	30
Experience –	25
Capability –	25
Proximity to Site-	20
Total –	100 points

The Selection Committee will open and review each statement and select a qualified firm or individual with which to negotiate. The awarded firm will be decided based on highest cumulative points. Six (6) copies of the statement of qualifications should be packaged, sealed, and properly labeled as follows:

NAME OF FIRM OR INDIVIDUAL
**STATEMENT OF QUALIFICATIONS FOR PROFESSIONAL ENGINEERING
SERVICES FOR MISSISSIPPI COAST COLISEUM DEMOLITION AND
CONSTRUCTION OF VIP HOSPITALITY AREA**

and delivered or mailed to the address below no later than 5:00 p.m. October 10th, 2018:

**MS Coast Coliseum Commission
ATTN: Matt McDonnell
2350 Beach Boulevard
Biloxi, MS 39531**

Firms submitting Statements of Qualifications are solely responsible for meeting submittal deadlines. Statements of Qualifications received after the stated deadline will be deemed non-responsive and will not be considered for any contract awarded as a result of this solicitation.

Statements may be held by the Owner for a period of not to exceed ninety (90) days from the date of opening of statements for the purpose of reviewing the statements and investigating qualifications of the applicants prior to awarding. A contract will be awarded to the qualified firm whose statement of qualifications is determined to be most advantageous to the Owner. The Owner reserves the right to waive any irregularities or informalities in the statement(s) of qualifications submitted, reject any and all statements of qualifications, or terminate the solicitation with no contract awarded.

Statements of Qualifications are being requested in accordance with Item (d)(5) of 2. C. F. R. §200.320 "Methods of procurement."

The Owner is an equal opportunity employer.

Any contract awarded must comply with the Minority Business Enterprise and Women Business Enterprise contracting requirements outlined in "**Attachment C**" to this solicitation. MBE and/or WBE individuals/firms are encouraged to respond to this solicitation.

MEETINGS

The consultant shall attend any special meeting with the Owner's staff, relating to the performance of this contract, and shall provide the Owner with monthly written progress reports, accompanying partial payment requests. Progress reports shall include personnel utilization and associated time applied to the project, in addition to an itemization of expenses.

CONTRACT

The Consultant will be required to sign a contract with the Owner relating to the work to be performed. Such contract shall include, but not necessarily be limited to, the following articles: method of compensation, time of performance, subcontracts, duties of the consultant, termination of the contract, ownership of material, changes, EEO, ADA, submission of material, and obligations of the Owner.

ENGINEERING CONTRACT AWARD

It is the Owner's intent to rank proposers from highest to lowest score. The highest scoring proposer will be invited to submit a fee proposal commensurate for the work for Owner consideration. If the Owner cannot accept the fee proposal, Owner will break off negotiations with highest scorer and invite next to highest scorer to submit a fee proposal. The process will be continued until the Owner receives a satisfactory fee proposal

ATTACHMENT A: ADVERTISEMENT – REQUEST FOR QUALIFICATIONS

**MISSISSIPPI COAST COLISEUM COMMISSION
ADVERTISEMENT - REQUEST FOR QUALIFICATIONS**

Sealed Statements of Qualifications will be received by the MS Coast Coliseum Commission's Executive Director Matt McDonnell at 2350 Beach Boulevard Biloxi, MS, 39531, until 5:00 p.m., on October 10th, 2018, for:

**PROFESSIONAL ENGINEERING SERVICES FOR MISSISSIPPI COAST
COLISEUM DEMOLITION AND CONSTRUCTION OF VIP HOSPITALITY
AREA**

The selected firm shall provide demolition, design, and construction phase engineering services related to the scope of work described.

Information packets will be located at 2350 Beach Boulevard, Biloxi MS, 39531, Monday through Friday, 8:00 a.m. to 5:00 p.m. Engineering firms/individuals should submit a list of their qualifications, experience, and capacity for performance. Firms/Individuals must submit the name of the primary contact person and the person within the firm (if applicable) who shall be the Owner's contact and party primarily responsible for rendering services, if selected.

Additional information regarding the scope of work for this solicitation may also be examined at the following locations:

- A. Mississippi Procurement Technical Assistance Program (MPTAP)
Mississippi Development Authority, Minority & Small Business Development
Woolfolk Building
501 North West Street
Suite B 01
Jackson, MS 39201
- B. South MS Contract Procurement Center
1636 Popps Ferry Road, Suite 203
Biloxi, MS 39532
Phone (228) 396-1288

Any contract awarded under this solicitation may be paid for in whole or in part with grant funding from the Department of the Treasury and the Mississippi Department of Environmental Quality under the Resources and Ecosystems Sustainability, Tourist Opportunities, and Revived Economies of the Gulf Coast States Act of 2012 (RESTORE Act). Any contract resulting from this solicitation will be subject to the terms and conditions of said funding award, the RESTORE Act Financial Assistance Standard Terms and Conditions and Program-Specific Terms and Conditions, the Standard Sub-Award Terms and Conditions, the RESTORE Act, 33 U. S. C. 1321(t), Treasury Regulations 31 C. F. R. § 34 et seq., including 31 C. F. R. §§ 34, Subpart D, all applicable terms and conditions in 2 C. F. R. Part 200 (including Appendix II to Part 200), and all other OMB circulars, executive orders or other federal laws or regulations, as applicable. The

Mississippi Department of Environmental Quality, the United States, or any of its departments, agencies or employees is not and will not be a party to this solicitation or any resulting contract.

Minority and women's business enterprises are solicited to submit a statement of qualifications and are encouraged to make inquiries regarding potential subcontracting opportunities. When subcontracting, all potential contractors must make positive efforts to use small and minority owned business and women business enterprises. See 2. C. F. R. §200.321.

If you have any questions concerning the Request for Qualifications, please call MS Coast Coliseum Commission, Assistant Executive Director: Michelle Menningmann at 228-594-3718.

ATTACHMENT B: SCOPE OF WORK

SCOPE OF WORK

A. Program Development and Projected Construction Cost Estimate

1. Consultant shall conduct a series of surveys, data collection and meetings to determine the conceptual needs, followed by the development of a written program. The projected construction costs will be developed for all options identified in the written program.
2. The Consultant shall meet with the Owner as necessary during the preliminary design. The purposes of the meetings are to discuss the status of the project, budget and to review and approve design concepts on the construction drawings and specifications.

B. Schematic Design and Design Development

1. Based on the approved written program, the Consultant shall prepare a schematic design, incorporating the total renovation efforts to the area, and mechanical/electrical systems. The final version of the schematic design shall include single line drawings and outline specifications.
2. The Consultant shall develop and provide detailed construction drawings covering demolition and layout plan; architectural floor plans, electrical and mechanical modifications and renovations as required, and other drawings as necessary to provide complete construction documents. The Consultant shall ensure that the plans are compliant with governing jurisdictional building codes and other applicable standards.
3. The Consultant shall prepare a set of contract documents in order to publicly advertise and let bids for construction of the Project. Contract documents shall consist of bidding specifications, technical specifications, construction drawings, and all testing requirements.
4. Consultant shall provide the Owner four (4) copies of the preliminary construction drawings and project manuals for review.
5. The Consultant shall coordinate all AutoCAD requirements to ensure 100% compatibility with the Owner's CAD system and in accordance with 2012 IBC and IFC.
6. The Consultant shall prepare a project cost estimate when construction documents are at approximately fifty percent (50%) complete, and two (2) weeks prior to public advertisement.

7. The Consultant shall meet with representatives of the Owner when construction drawings and technical specifications are approximately fifty percent complete and two weeks prior to public advertisement to review and approve of design concepts

C. Subconsultants

1. The Consultant shall be responsible to procure any necessary sub-consultant to complete the work, including but not limited to mechanical and electrical per federal procurement standards.
2. The Owner and Consultant shall mutually approve, in writing, the use of any subconsultants that the Consultant desires to use.
3. The Consultant shall be responsible for the administration, management, procurement, and payment of services provided by subconsultants.

D. Project Manual

1. The Consultant shall prepare Technical Specifications covering the required work for the new building and site plan improvements.
2. The Consultant shall prepare a bid schedule to accompany the Owner's Bid Form.

E. Bidding Services

1. The Consultant shall provide the Owner four (4) sets of Bidding Documents at the completion of the design. The Consultant shall affix his registration stamp, date, and signature to the Bidding Documents in accordance with the State of MS Registration Statutes.
2. The Consultant shall provide a list of qualified bidders and assist with solicitation to bidders.
3. The Consultant shall conduct a pre-bid meeting, take meeting minutes, submit meeting minutes to the Owner for review and approval, and distribute as needed.
4. The Consultant shall prepare addenda to the bid documents, as required.
5. The Consultant shall assist in the evaluation of bids and award of the contract to the successful bidder.

F. Contract Administration and Observations

1. The Consultant shall conduct a pre-demolition/pre-construction meeting

with the Contractor at the jobsite to review each work item, demolition process, construction quality control, and phasing of the work. Consultant shall take meeting minutes, submit meeting minutes to the Owner for review and approval, and distribute as needed.

2. The Consultant shall review shop drawings and material sample submittals for conformance with the intent of the design documents. Consultant shall distribute all approved shop drawings to the contractor and owner.
3. The Consultant shall make visits to the job-site at intervals appropriate to the various stages of construction to observe the progress and quality of the contractor's work. Consultant shall create field observation report for every site visit and submit to owner no less than once a month.
4. Consultant shall provide for, and retain, a sub-consultant for material testing as specified in the Contract Documents.
5. The Consultant shall attend progress meetings.
6. The Consultant shall issue necessary interpretations and clarifications of the contract documents and assist in the resolution of problems or conflicts due to unforeseen latent conditions.
7. The Consultant shall review contractor pay requests and advise Owner accordingly with a recommendation to pay.
8. The Consultant shall prepare a punch list near project completion and conduct a final project review of punch list items addressed by the contractor.
9. The Consultant shall maintain a regularly updated set of "as-built" record documents. Consultant shall submit record documents to Owner within thirty (30) days after Substantial Completion.

**ATTACHMENT C: CONTRACTING WITH SMALL AND MINORITY BUSINESSES,
WOMEN'S BUSINESS ENTERPRISES, AND LABOR SURPLUS AREA FIRMS**

Documentation of compliance with the following requirements is a matter of contractor responsibility. The contractor must submit the documentation of good faith efforts to achieve the project's MBE/WBE objectives before contracted work can commence. Failure on the part of the contractor to submit proper documentation may cause the Owner not to execute or to terminate the contract.

(a) The prime contractor must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

(b) Affirmative steps must include:

- (1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
- (2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
- (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
- (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises; and,
- (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.

The prime contractor should note that this requirement mandates two responsibilities. Separate solicitations must be made of minority **and** women's business enterprises.

**SUBMITTAL OF MINORITY BUSINESS ENTERPRISE AND
WOMEN'S BUSINESS ENTERPRISE (MBE/WBE) DOCUMENTATION**

Prior to contract execution, the prime contractor must submit:

- A written certification that no subcontracts will be issued.
- OR -
- The Subcontractor Listing Form detailing all subcontractors from whom quotes were received including name, contact person, address, phone, and status (MBE, WBE or Non).

If subcontractors will be utilized, the prime contractor must submit the following for subcontracts proposed to be awarded to MBE/WBE enterprises:

- A certification from each MBE and/or WBE firm declaring its status as an MBE or WBE firm. This can be an MDOT, SBA or MDA certification. A self-certification is acceptable, if the certification specifies the basis for MBE/WBE designation (e.g., the business is 51% owned and daily operation is controlled by one or more women or minority owners).

If subcontractors will be utilized, the prime contractor must submit the following for subcontracts proposed to be awarded to Non-MBE/WBE:

- For all subcontracts for which there are capable certified MBE/WBE firms existing to potentially perform the work, letters transmitted to MBE and WBE firms requesting quotes or proposals for specific subcontracting opportunities and encouraging inquiries for further details. Solicitations should have been sent in a timely manner, including allowed response time. (See “Sample Letter from Contractor to MBE/WBE Firms” below.)
- A listing of certified MBE and WBE firms from whom quotes or proposals were received, if any, who were not awarded subcontracts.
- Evidence that each Non-MBE/WBE subcontractor selected for the scope of work, was lower in price than each MBE/WBE proposal (or that there is some other acceptable reason to select the Non-MBE/WBE) and that the scope of work was the same for both the MBE/WBE and Non-MBE/WBE.

The contractor may utilize the following resources to assist in MBE/WBE affirmative outreach:

-MDOT Disadvantaged Business Entity (DBE) Website:

<http://sp.mdod.ms.gov/Civil%20Rights/Pages/DBE.aspx>

-MDA Minority Business Enterprise/Women Business Enterprise (MBE/WBE) Directory:

<https://minority.mississippi.org/MinorityBusinessDirectory.aspx>

Should the Prime Contractor intend to later issue a subcontract, the above affirmative steps must be followed and documentation of such submitted to the Owner for review as described under this section.