**PEARL RIVER COMMUNITY COLLEGE**

**REQUEST FOR STATEMENTS OF QUALIFICATIONS TO PROVIDE**

**ARCHITECTURAL/ENGINEERING SERVICES**

Pearl River Community College will accept sealed statements of qualifications from qualified firms or individuals for professional engineering/architectural services to provide complete Architectural & Engineering services for any and all construction and capital improvement projects undertaken by the Pearl River Community College for the Proposed Hancock County Campus. This Request for Statements of Qualifications does not guarantee an award of any amount of Architectural/Engineering services.

By applying to this RFQ, firms/individuals submitting Statements of Qualifications warrant and represent the following:

- The firm/individual does not have any unpaid Federal tax liability for which all judicial and administrative remedies have been exhausted.

- The firm/individual has a valid DUNS number and active registration with the General Services Administration’s, government-wide System for Award Management Exclusions (SAM exclusions). The SAM Exclusions can be found at https//www.sam.gov/portal/public/SAM/.

Scope of Work

1. Architectural design for construction and improvements including all design surveys, preliminary design work, final design phase, preparation of plans and specifications, construction administration, and construction inspection.
2. Make formal presentations to the board of trustees during design phase.
3. Attend monthly board meetings during design and construction phases.
4. Recommendations relative to the installation of different building systems
5. Specific conceptual drawings and detailed engineering and construction drawings that will serve as the basis for both bidding and construction by a general contractor.
6. Opinion of Probable Construction Cost
7. Preparation of necessary bid documents to be sent to construction firms for the project.
8. Review bids received and assist the owner in awarding the contract, as well as in preparing an appropriate contract (owner will have legal representation) if standard AIA Contract Documents are not used.
9. Regular site observations to monitor the contractor and subcontractors during the construction pay phase, and sign off on construction pay applications to assure that scheduled payments are made, with appropriate holdbacks, when predetermined work has been completed. Preparation with monthly pay applications.
10. Assistance, where necessary, with the government approval process (i.e., permits).
11. Final sign-off on the project, assuring that the final project represents what was originally conceptualized and captured in the working drawings.
12. Preparation of Record Drawings.

Please answer the questions providing information to support new construction:

1. Provide the following information:
   1. Name of firm
   2. Complete address
   3. Contact person
   4. Telephone number
   5. Fax number
   6. Internet address
   7. E-mail address
2. Provide a General Statement of Qualifications that responds to the project background information given above.
3. Personnel
   1. List the professional and support positions and number of personnel in each position.
   2. Provide an organizational chart, including resumes of all personnel who would be committed to this project. Provide specific information as to their experience on projects similar to this one. For the project manager and project architects identified as part of the project team, provide the name and phone number of two or more clients with whom the architect has worked on a similar building project.
   3. List professional consultants outside your firm whom you propose would provide services not available in your firm. Provide specific information documenting their work on similar projects.
4. Similar Facilities
   1. Submit a list of all similar projects your firm currently has in progress and the status of each.
   2. Provide the following:
      1. Name of project
      2. Client contact
      3. Owner’s total initial budget
      4. Total project cost
         1. Number of change orders
         2. Total cost of change orders
      5. Date of bid
      6. Scheduled completion date
      7. Actual completion date
   3. List your three best projects and the project personnel, including consultants, for those projects.
5. Special Design Concerns
   1. Explain how your firm ensures compliance with the Americans with Disabilities Act (ADA). Provide examples.
   2. Efficient energy usage is a concern of the College. Describe how your firm incorporates this aspect of design into its work. Provide examples.
6. Architectural/Engineering Service
   1. Provide information on your current workload and how you would accommodate this project.
   2. Describe in detail the process you would follow from schematic approval through approval of the final design.
   3. Outline the design schedule you would implement to meet the expected construction and occupancy dates. Describe the methods you would use to maintain this schedule.
   4. Describe the types of problems you have encountered on similar projects, and explain what you did to resolve the problems and what you would do differently to avoid such problems on future projects.
   5. Describe how your firm can add value to this project and the process and include examples of situations from comparable projects where the owner realized tangible value.

7. Construction Costs

1. Describe cost control methods you use and how you establish cost estimates. Include information on determining costs associated with construction in existing facilities.
2. List the steps in your standard change order procedure.

8. Legal Concerns

1. Explain the circumstances and outcome of any litigation, arbitration, or claims filed against your company by a client or any of the same you have filed against a client.
2. Explain your General Liability Insurance coverage.
3. Explain your Professional Liability Insurance coverage.

The Contract will be negotiated and awarded to the individual, firm, or firms, whose qualifications are determined to be the most advantageous to the Pearl River Community College. The factors to be considered in the evaluation of qualifications and their relative importance are set forth below.

Those desiring consideration should submit information by the time and date stated above and must include the following:

1. Qualifications – Information reflecting qualifications of the company and of each staff person to be assigned to provide services. List professional consultants outside your firm whom you propose would provide services not available in your firm. Provide specific information documenting their work on similar projects.
2. Experience - Information regarding the experience of the firm or proposer. This should include types of projects undertaken.
3. Capacity for Performance - Identify the number and title of staff available to be assigned to provide services.
4. Corporate Location – Indicate corporate headquarters and location which will oversee the majority of the design and construction administration services.

All submissions will be rated on the following system to determine the best response.

|  |  |  |
| --- | --- | --- |
|  |  | Maximum Points |
| 1. | Qualifications | 35 |
| 2. | Experience | 30 |
| 3. | Capacity for Performance | 20 |
| 4. | Location | 15 |
|  | Total Points | 100 |

Submissions will be reviewed by a selection committee, using the above selection criteria. Each member of the committee will assign points to each criteria based upon the content of the submission. Negotiations will be conducted to determine a mutually satisfactory price with the firm receiving the highest cumulative points, as rated by the committee. If a mutually satisfactory price cannot be negotiated with the firm, the firm will be requested to submit a best and final offer, in writing. If a contract cannot be reached after this best and final offer, negotiations with that firm will be terminated and negotiations will be initiated with the subsequently listed firm in order of rating. This procedure will be continued until a mutually satisfactory price has been negotiated. In addition to reaching a fair and reasonable price for the required work, the objective of negotiations will be to reach an agreement on the provision of the proposed contract including scope and extent of work and other essential requirements.

Pearl River Community College reserves the right to reject any and/or all submissions and waive all technical informalities with in the submitted Statement of Qualifications.

Contracts awarded as a result of this solicitation may be funded 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 Sates Act of 2012 (RESTORE Act). Statements of Qualifications are being requested in accordance with Item (d)(5) of 2. C. F. R. §200.320 “Methods of procurement.”

Minority and women’s business enterprises are encouraged to respond to this Request for Statements of Qualifications and to make inquiries regarding potential subcontracting opportunities. Any contract awarded must comply with the Minority Business Enterprise and Women Business Enterprise contracting requirements outlined in “Attachment B” to this solicitation.

Pearl River Community College is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, gender, or national origin.

Statements of Qualifications shall be accepted at the Pearl River Community College Office of the President, Alexander Administration Building, 101 Hwy 11 North, 39470, Poplarville, MS, no later than **Wednesday December 5 , 2018 until 3:00 p.m.** All proposals must be submitted in a sealed envelope clearly identified as “**ARCHITECTURAL/ENGINEERING SERVICES PROPOSAL**” with the firm(s) or individual name of bidder listed on the envelope. Respondents shall submit 5 copies.

If you have any questions concerning the Request for Qualifications, please call 601-403-1201 or email [abreerwood@prcc.edu](mailto:abreerwood@prcc.edu). Please identify subject of email as PRCC Hancock County Project.

**ATTACHMENT A: ADVERTISEMENT – REQUEST FOR QUALIFICATONS**

ADVERTISEMENT - REQUEST FOR QUALIFICATIONS

Sealed Statements of Qualifications will be received by Pearl River Community College at The Office of the President, Alexander Administration Building, 101 HWY 11 North, Poplarville MS 39470 until 3:00 P.M. on Wednesday December 5, 2018, for:

Professional engineering/architectural services to provide complete Design and Construction   
Administrative services for construction projects undertaken by Pearl River Community College for the Proposed Hancock County Campus.

Information packets will be located at Pearl River Community College in The Office of the President, Alexander Administration Building, 101 HWY 11 North, Poplarville MS 39470 Monday through Friday, 8:00 a.m. to 3:00 p.m. Please note, the College will be closed November 19 through 23, 2018 for Thanksgiving Holiday. Architectural/Engineering firms 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 (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 Sates 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 RETORE 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 601-403-1201 or email [abreerwood@prcc.edu](mailto:abreerwood@prcc.edu). Please identify subject of email as PRCC Hancock County Project.

**ATTACHMENT B: 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 a 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.mdot.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.