



**Ocean Springs School District  
Invitation to Submit RFQ**

**Architectural Services SY20-21**

The Ocean Springs Board of Trustees invites you to participate in a RFQ-Request for Qualifications, by submitting a proposal for Architectural Services. This invitation will be advertised in the MS Press and specifications and guidelines may be obtained by visiting [www.ossdms.org](http://www.ossdms.org) or [www.centralclearinghouse.com](http://www.centralclearinghouse.com) or obtained in the School Business Office, 2300 Government Street, Ocean Springs, Mississippi, 39564. Official Bid Documents may be downloaded, and electronic bids may be submitted at [www.centralauctionhouse.com](http://www.centralauctionhouse.com). For any questions relating to the electronic bidding process, please call Central Bidding at 225-810-4814. Electronic submittal of proposals is not required, but is encouraged.

**Bid & Implementation Timeline:**

Posting of Bid Notice to the State Bid Bank	5/28/2019
First Publication of the Bid Notice by the Newspaper	5/29/2019
Second Publication of the Bid Notice by the Newspaper	6/5/2019
Last Day to submit questions	6/10/2019
Bidder Specification Response Form Return Deadline	6/17/2019, 2:00 PM CDT
Email to Qualified Bidders	6/21/2019
Presentation to the BOT	6/27/2019
Recommendation to the BOT	7/9/2019

RFQ's may be submitted electronically by contacting Central Bidding at 225-810-4814 and setting up an account or in person or via postal service of choosing to the Ocean Springs School District Business Office, 2300 Government St. Ocean Springs, MS 39564, ATTN: Purchasing. RFQ submissions are to be in a sealed envelope clearly marked: **RFQ-Architectural Services SY20-21** and returned no later than 2:00 PM CST, June 17, 2019 at which time submissions will be opened in the Ocean Springs School District Business Office located 2300 Government Street, Ocean Springs, MS 39564. Late submissions will not be accepted. The Ocean Springs Board of Trustees reserves the right to reject any and/or all proposals and to waive any informalities incident thereto if that course of action is determined to be in the Boards best interests.

## I. GENERAL INFORMATION

### Purpose

This Request for Qualifications (RFQ) is issued for the purpose of:

*Identifying a business firm who can provide the expertise required, as outlined in the following paragraphs, which will be responsible for architect services. This will include damage assessments and design (Architectural and Engineering). The selected firm will also be the "Architect of Record" for any new construction, reconstruction/refurbishment or repairs. The Superintendent reserves the right to review the proposed design team and reject any consultants associated with the Architectural or Engineering team it deems as having a history of poor performance. Furthermore, the Board reserves the right to award contracts and/or to accept joint venture proposals.*

### Background

The Board of Trustees seeks architect services in case of anticipated future construction work at its various facilities, unforeseen disasters, and other projects that arise during the time of the contract.

## II. ADMINISTRATIVE INFORMATION

### Term of Contract

The period of the contract resulting from this RFQ will be from the time of appointment, anticipated to be July 10, 2019-June 30, 2020. Afterwards, there will be a two year extensions of the contract available at the mutual consent of both parties.

### Proposer Inquiries

Inquiries and requests for information or clarification regarding RFQ must be emailed to:

*Mary Gill, CFO*  
[mgill@ossdms.org](mailto:mgill@ossdms.org)

*and copied to*

*Amy Armata, Purchasing*  
[aarmata@ossdms.org](mailto:aarmata@ossdms.org)

NO communication shall be made directly to the OSSD BOT, Superintendent, or any other employee of the OSSD. Doing so will result in a non-acceptance of proposal.

### Definitions

- A. **Shall, Must, or Will** - Denotes **mandatory** language; a requirement that must be met without alteration
- B. **Should, Can, or May** - Denotes desirable, **non-mandatory language**.
- C. **Contractor** - A firm or individual who is awarded a contract
- D. **Proposal** - A response to an RFQ
- E. **Proposer** - A firm, consortium or individual who responds to an RFQ.

## III. RFQ INFORMATION

### Minimum Qualifications of Proposer

The proposer shall have all the required licenses to perform all services outlined. All individuals or firms submitting proposals must be licensed to conduct business in the State of Mississippi. All individuals or firms must meet all insurance requirements. No proposals may be withdrawn for a period of thirty (30) days following the scheduled opening date.

### Determination of Responsibility

Determination of the proposer's responsibility relating to this RFQ shall be made according to:

- ✓ Has adequate financial resources for performance, or has the ability to obtain such resources as required during performance;
- ✓ Has the necessary experience, organization, technical qualifications, skills, and facilities, or has the ability to obtain them;
- ✓ Is able to comply with the proposed or required time of delivery or performance schedule;
- ✓ Has a satisfactory record of integrity, judgment, and performance; and
- ✓ Is otherwise qualified and eligible to receive an award under applicable laws and regulations.

Proposers should ensure that their proposals contain sufficient information for the Board of Trustees to make its determination by presenting acceptable evidence of the above to perform the services called for by the contract.

### **RFQ Addenda**

The Board of Trustees or its representative (s) reserves the right to change the schedule of events or revise any part of the RFQ by issuing an addendum to the RFQ at any time.

### **Waiver of Administrative Informalities**

The Board reserves the right, at its sole discretion, to waive minor administrative informalities contained in any proposal.

### **RFQ Rejection/RFQ Cancellation**

Issuance of this RFQ in no way constitutes a commitment by the Board of Trustees to award a contract. The Ocean Springs School District Board of Trustees reserves the right to reject any and/or all proposals and to waive any informalities incident thereto if that course of action is determined to be in the Board of Trustees's best interests.

### **Subcontracting Information-Note to Awarded Vendor**

The Board of Trustees shall have single prime contractor as the result of any contract negotiation, and that prime contractor shall be responsible for all deliverables specified in the RFQ, unless specifically excluded in the executed contract. This general requirement notwithstanding, proposers may enter into subcontractor arrangements, however, proposers should acknowledge in their proposal total responsibility for the entire contract.

If the proposer intends to subcontract for portions of the work, the proposer should identify any existing subcontractor relationships and include specific designations of the tasks to be performed by the subcontractor.

Proposer should provide detailed information about the experience and qualifications of key personnel the contractor expects to use from the subcontractor. The prime contractor shall be the single point of contact for all subcontract work.

Unless provided for in the contract with the Board, the prime contractor shall not contract with any other party for any of the services herein contracted for without the express prior written approval of the Board of Trustees.

### **Ownership of Proposal**

All materials submitted in response to this request become the property of the Board of Trustees. Selection or rejection of a proposal does not affect this right.

### **Proprietary Information**

Only information which is in the nature of legitimate trade secrets or non-published financial data may be deemed proprietary or confidential. Any material within a proposal identified as such must be clearly marked in the proposal. Any proposal marked as confidential or

proprietary in its entirety may be rejected without further consideration or recourse.

**Cost of Preparing Proposals**

The Board of Trustees is not liable for any costs incurred by proposers prior to issuance of or entering into a contract. Costs associated with developing the proposal, preparing for oral presentations, and any other expenses incurred by the proposer in responding to this RFQ are entirely the responsibility of the proposer, and shall not be reimbursed in any manner by the Board.

**Errors and Omissions in Proposal**

The Board of Trustees will not be liable for any errors in proposals. The Board of Trustees or its representative (s) reserves the right to make corrections or amendments due to errors identified in proposals by the Board of Trustees or the proposer. The Board of Trustees, at its option, has the right to request clarification or additional information from the proposers.

**Contract Award and Execution**

The Board of Trustees reserves the right to enter into a contract without further discussion of the RFQ submitted based on the initial offer received.

If the contract negotiation period exceeds (10) business days or if the selected Proposer(s) fails to sign the final contract within (10) business days of delivery, the Board may elect to cancel the award and award the contract to the next-highest-ranked Proposer.

**Code of Ethics**

Proposers are responsible for determining that there will be no conflict or violation of the Ethics Code if their company is awarded the contract.

**IV. RESPONSE INSTRUCTIONS**

**RFQ Submission**

Firms/individuals who are interested in providing services under this RFQ must submit a proposal containing the information specified in this section. The fully completed RFQ with original signatures by an authorized representative must be received in hard copy (printed) version- six (6) copies or online submission on or before June 17, 2019 at 2:00 PM, CST. Fax or e-mail submissions are not acceptable to. Items mailed must be clearly marked:

**RFQ-Architectural Services SY20-21**

*Amy Armata, Purchasing  
Ocean Springs School District  
2300 Government Street.  
Ocean Springs, MS 39564*

Proposers submitting electronically should find instructions at [www.centralbidding.com](http://www.centralbidding.com).

RFQs received after the deadline will not be considered.

Failure to submit all information requested may result in the Board or their designee requiring prompt submission of missing information and/or giving a lower score in the evaluation of the RFQ; however failure to submit mandatory information shall cause the RFQ to be disqualified.

### **RFQ Format**

Proposers should respond to this RFQ with a proposal that contains all relevant information including cost.

### **Cover Letter**

A cover letter should be submitted on the proposer's official business letterhead explaining the intent of the proposer.

### **Technical and Cost RFQ**

The RFQ should be submitted as specified in Sections V-IX, and should include enough information to satisfy evaluators that the Proposer has the appropriate experience and qualifications to perform the scope of services as described herein. Proposers should respond to all requested areas.

### **Certification Statement**

The proposer must sign and submit the Certification Statement shown in Attachment #1.

## **V. RFQ CONTENT**

The RFQ should provide the information in the format outlined below:

### **Executive Summary**

This section should serve to introduce the purpose and scope of the RFQ. It should include administrative information including, at a minimum, response date, proposer contact name and phone number, and the stipulation that the RFQ is valid for a time period of at least 90 days from the date of submission. This section should also include a summary of the proposer's qualifications and ability to meet the Board's overall requirements.

### **Background and Experience**

The RFQ should give a brief description of the proposer's company, to include a brief history, its business structure and organization, and number of years in business. The RFQ should provide a description of the firm's available resources that would be used to support prospective design projects, such as facilities, tools, auxiliary staff that have unique qualifications and experience. This section should provide a detailed discussion of the proposer's prior experience in working on projects similar in size, scope, and function to those normally associated with K-12 public educational facilities in Mississippi. Please include a representative sample of architectural works performed for any other school district in Mississippi.

If a joint venture is proposed, then the RFQ should provide the same information regarding all parties to be included in the joint venture.

### **Approach and Methodology**

The Proposer shall provide:

- ✓ A statement detailing their approach to the purpose of the RFQ.
- ✓ Their quality assurance methodology.
- ✓ Their risk management and issue resolution approach and methodology.
- ✓ Their systems engineering analysis/alternatives analysis.
- ✓ Its functional approach in providing the services.
- ✓ Its functional approach in identifying the tasks necessary to meet requirements.
- ✓ Its approach to providing design services.

### **Proposed Project Staff**

The RFQ should identify the number of staff positions it will provide and whether or not these are current employees of the Proposer. The RFQ should provide detailed information about the experience and qualifications of the proposer's assigned personnel considered key to the success of a project; i.e. resumes. If subcontractors are to be used in place of available staff, the RFQ should clearly identify any subcontractor arrangements and should provide information about the qualifications and experience of any key personnel the architect expects to use from such subcontractors. This information should include education, training, technical experience, functional experience, specific dates and names of employers, relevant and related experience, past and present projects with dates and responsibilities and any applicable certifications.

### **Cost Information**

Indicate if AIA sliding scale will be used or what pricing methodology will be used. Include any fees for minimal project designs necessary to determine funding feasibility.

### **Local office/staging area and/or presence**

The proposer should identify any work location or branch within Ocean Springs, if any such presence exists.

## **VI. RESPONDENT'S ABILITY TO PROVIDE DESIGN SERVICES**

- A. Please provide the volume of work performed by your firm in terms of total dollar value of projects undertaken for the past five (5) years.
- B. Identify whether your firm is currently for sale or involved in any transaction to expand or to become acquired by another business entity. If so, please explain the contemplated impact both in organization and company direction.
- C. Provide details of any past or pending litigation, or claims filed, against your firm.
- D. Identify whether your firm is currently in default on any loan agreement or financing agreement with any bank, financial institution, or other entity. If so, specify date(s), details, circumstances, and prospects for resolution.
- E. Does any relationship exist between your firm and any Public Official of the Board? If so, please explain.

## **VII. RESPONDENT'S ABILITY TO ESTABLISH BUDGETS AND CONTROL COSTS**

- A. Describe your fiduciary responsibility as the architect of record.
- B. Describe your cost estimating methods. Describe how the estimates are developed, how often they are updated and the degree of accuracy achieved.
- C. Provide details of projects that were over budget and explain why these projects were over budget.
- D. Describe your cost control methods during construction to eliminate change orders.

## VIII. RESPONDENT'S ABILITY TO IDENTIFY AND RESOLVE PROBLEMS

- A. Describe your understanding of the administrative challenges and opportunities associated with providing A/E services to the Board and your strategy for resolving these issues.
- B. Describe any past conflicts with the Owner, Consultants, Architect/Engineer, or subcontractors and describe the methods used by the Respondent to resolve those conflicts.
- C. Provide examples of Pre-construction services that creatively incorporated mechanical, electrical, and plumbing solutions.

## IX. EVALUATION AND SELECTION

The evaluation of RFQ will be accomplished by an evaluation team designated by the Superintendent, which will determine the RFQ most responsive or most advantageous to the Board, taking into consideration the evaluation factors set forth in this RFQ. All RFQs will be reviewed by the evaluation team to determine compliance with administrative and mandatory requirements as specified in the RFQ. RFQs found not to be compliant with mandatory requirements will be rejected from further consideration.

The Board reserves the right to seek clarification of any RFQ for the purpose of identifying and eliminating minor irregularities or informalities.

Proposers who meet all mandatory requirements, and are considered susceptible for award after the initial evaluation may be invited to give an oral presentation of their RFQ to the evaluation team and the Board of Trustees. Proposers who are invited to participate in the oral presentation should be prepared to demonstrate their RFQ methodology and how this methodology has been used to provide solutions for other clients. Commitments made by the Proposer at the oral presentation, if any, will be considered binding.

The RFQ will be evaluated on past experience with similar projects and pertinent business resources. The evaluation team will review the RFQ overview of its experience rendering services similar to those included in this RFQ. Speculative work samples will not be allowed. The evaluation team will then assess the RFQ description of the business resources, including any that would be available to support the Board's requirements. Such resources might include particular facilities and tools as well as available staff resources with unique qualifications and experience.

Finally, the evaluation team/Board will evaluate the proposer's past performance, qualifications and references; and will also review the past performance qualifications for each subcontractor or joint venture partner proposed.

### **Resumes, Proposed Staff Qualifications**

The evaluation team will assess the quality of the resumes of the staff supplied by the proposer. If subcontractors will be used, the resumes from the subcontractors will also be reviewed.

The proposer must demonstrate to the evaluation team how they will have a local presence.

### **Oral Presentations Evaluation**

Those proposers susceptible for award may be invited to provide oral presentations. The proposers who qualify for the final round of the selection process will be notified of their selection in advance of the date they are to make their presentations to the evaluation team. The presentations, if applicable, will be made at the Board's central office.

### **Awarding of the Contract**

The Board of Trustees will appoint the awarding of this contract at the most appropriate regular meeting of the Board of Trustees notify the successful Proposer and proceed to negotiate terms for final contract. Unsuccessful proposers will be notified in writing accordingly.

### **Criteria**

1. Project team experience with similar projects related to school buildings. Consideration given to firms that can show experience with the user agencies, local codes, policies, procedures and standards to successfully facilitate project completion. (15%)
2. Project team member qualifications. Key personnel to assess experience with similar projects. Emphasis placed on project managers/engineers/architects. (15%)
3. Approach to a projects. Firms should clearly explain past work experiences for both the firm and personnel. (15%)
4. Budget & Design Services. Explain how budgeting and design services will be determined. (20%)
5. Capability of meeting a project schedule. Evaluation on past performance, special capabilities to accomplish work coordination and cooperation with agencies and others in order to meet deadlines and work quality. (20%)
6. Approach to budgeting and controlling costs. The firm's methodology regarding the use of change orders or contingency monies. (15%)

## **X. SUCCESSFUL CONTRACTOR REQUIREMENTS**

### **Billing and Payment**

Progress payments will be made as follows:

- A. Contractor shall provide monthly progress reports along with request for payments to the Board for the life of this agreement.
- B. All payments will be made on a monthly basis, upon completion of tasks during that monthly timeframe.
- C. The Board of Trustees reserves the right to alter the schedule of payments with the mutual consent of all parties.

### **Confidentiality**

All financial, statistical, personal, technical and other data and information relating to the Board of Trustee's operation which are designated confidential by the Board of Trustees and made available to the contractor in order to carry out this contract, or which become available to the contractor in carrying out this contract, shall be protected by the contractor from unauthorized use and disclosure through the observance of the same or more effective procedural requirements as are applicable to the Board of Trustees. The identification of all such confidential data and information as well as the Board of Trustee's procedural requirements for protection of such data and information from unauthorized use and disclosure shall be provided by the Board of Trustees in writing to the contractor. If the methods and procedures employed by the contractor for the protection of the contractor's data and information are deemed by the Board of Trustees to be adequate for the protection of the Board of Trustee's confidential information, such methods and procedures may be used, with the written consent of the Board

of Trustees, to carry out the intent of this paragraph. The contractor shall not be required under the provisions of the paragraph to keep confidential any data or information which is or becomes publicly available, is already rightfully in the contractor's possession, is independently developed by the contractor outside the scope of the contract, or is rightfully obtained from third parties.

Under no circumstance shall the contractor discuss and/or release information to the media concerning any project undertaken during the contract term without prior express written approval of the Superintendent.

**Insurance:**

Professional Liability - Professional liability insurance in an amount of \$1,000,000.00 per occurrence and \$1,000,000.00 annual aggregate.

Commercial General Liability – Broad Form Coverage, including contractual liability, in an amount of \$1,000,000.00 per occurrence with \$2,000,000.00 general aggregate with a per project/location aggregate limit of \$2,000,000.00.

Commercial Automobile Liability, covering owned, non-owned, and hired automobiles/vehicles on and off the owner's premises - Combined single limit in amount of \$1,000,000.00.

Workers' Compensation Limits - Statutory per the State of Mississippi & Employer's Liability in an amount of - \$1,000,000.00 each accident; \$1,000,000.00 disease Policy Limit; \$1,000,000.00 Disease each employee.

Commercial Umbrella or Excess Liability – In an amount of \$5,000,000.00 per occurrence and \$5,000,000.00 aggregate. Coverage shall extend over and beyond the underlying Commercial General Liability, Commercial Automobile Liability, and Employer's Liability.

All insurance must be written by insurance companies that are rated in the A.M. Best Key Rating Guide-Property & Casualty, with a policy holder's rating of "A". The Ocean Springs School District. Its administration, board members, and employees are to be named as additional insured on the Commercial General Liability, Commercial General Liability, Commercial Automobile Liability, and Commercial Umbrella or Excess Liability Policies. These respective additional insured endorsements shall include primary & non-contributory wording. The Commercial General Liability additional insured endorsement shall include Products/Completed Operations Coverage. All required policies shall provide a waiver of subrogation in favor of the Long Beach School District, its administration, board members, and employees. All required policies shall have an endorsement providing a Thirty (30) Day Notice of Cancellation to the Ocean Springs School District before cancellation of said policies for any reasons.

Construction Managers, General Contractors, and Sub-Contractors of all types shall also be required to provide the same insurance which the Architect is required to provide as outlined above. The requirement of Professional Liability for General Contractors and Sub-Contractors can be waived solely at the discretion of the Ocean Springs School District on a case by case basis.

**Architect will require the following of all contractors submitting a bid for this construction contract(s):**

A bid bond shall be executed in the amount of five (5) percent of the amount bid. The principal will, within the time required, enter into a formal contract and give a good and sufficient bond to secure the performance of the terms and conditions of the contract. Otherwise, the Principal and Surety will pay unto the obligee the difference in money between the amount of the bid of the said Principal and the amount for which the obligee legally contracts with another party to perform work if the latter amount be in excess of the former, but in no event shall liability hereunder exceed the penal sum.

**Architect will require the following of the general contractor when obtaining a construction contract:**

A performance bond shall be executed in the amount of the contract conditioned on the faithful performance of the work according to the plans, specifications, and contract documents.

A payment bond shall be executed in the amount of the contract conditioned on the faithful payment of the work according to the plans, specifications, and contract documents.

**Architect will require the following of the contractor obtaining a construction contract and all sub-contractors to be subcontracted by the general contractor:**

Fidelity bonds shall be secured on all of the Contractor's employees in amounts not less than \$5,000.00 per individual and \$25,000.00 per occurrence.

**ATTACHMENT #1: CERTIFICATION STATEMENT**

*The undersigned hereby acknowledges she/he has read and understands all requirements and specifications of the Request for Qualifications (RFQ), including attachments.*

OFFICIAL CONTACT: The Board of Trustees requests that the Proposer designate one person to receive all documents and the method in which the documents are best delivered. Identify the Contact name and fill in the information below: (Print Clearly)

Date \_\_\_\_\_ Official Contact Name: \_\_\_\_\_

A. E-mail Address: \_\_\_\_\_

B. Telephone Number with area code: ( ) \_\_\_\_\_

C. Facsimile Number with area code: ( ) \_\_\_\_\_

D. US Mail Address:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Proposer certifies that the above information is true and grants permission to the Board of Trustees to contact the above named person or otherwise verify the information provided.

By its submission of this RFQ and authorized signature below, Proposer certifies that:

- ✓ The information contained in its response to this RFQ is accurate;
- ✓ Proposer complies with each of the mandatory requirements listed in the RFQ and will meet or exceed the functional and technical requirements specified therein;
- ✓ Proposer accepts the procedures, evaluation criteria, mandatory contract terms and conditions, and all other administrative requirements set forth in this RFQ.
- ✓ Proposer's RFQ is valid for at least 90 days from the date of proposal's signature below.
- ✓ Proposer understands that if selected as the successful RFQ, he/she will have 10 business days from the date of delivery of final contract in which to complete contract negotiations, if any, and execute the final contract document.

Typed or Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

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

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

\_\_\_\_\_  
SIGNATURE of Proposer's Authorized Representative

\_\_\_\_\_  
DATE