

**Quitman County School District
1362 MLK HWY
Marks, MS 38646**



**REQUEST FOR QUALIFICATIONS FOR:
PROFESSIONAL ARCHITECTURAL & ENGINEERING
SERVICES**

FEDERAL ESSER FUNDS PROJECT

Multiple School Improvements, not limited to:
Improving Ventilation and Air Quality, Touchless
Faucets and Restroom Improvements,
Windows, Fountains Replacement, & HVAC
Replacements

**Submission Deadline:
Tuesday, October 19, 2021 @ 12:00 P.M.**

**REQUEST FOR QUALIFICATIONS (RFQ) FOR
PROFESSIONAL ARCHITECTURAL & ENGINEERING
SERVICES FOR FEDERAL ESSER FUNDS PROJECTS**

Public notice is hereby given that sealed bids will be received for **PROFESSIONAL ARCHITECTURAL AND ENGINEERING SERVICES FOR ESSER FEDERAL FUNDS PROJECT** on Tuesday, October 19, 2021. All bids must be received by 12:00 P.M. Late bids will not be accepted or opened and cannot be considered. Receipt of responses does not bind the Board of Trustees to any contract for said services, nor does it guarantee that a contract for the Project will be awarded. Responses are solicited for these services in accordance with the terms, conditions, and instructions set forth in the RFQ document.

Submittal shall be sent to:

Quitman County School District Central Office
Attn: Reginald Griffin, Federal Programs Director
1362 MLK Highway
Marks, Mississippi 38643

Sealed RFQ ("Proposal") should be clearly marked as follows:

**ESSER FEDERAL FUNDS PROJECT
PROFESSIONAL ARCHITECTURAL AND ENGINEERING SERVICES**

For a copy of the official RFQ requirements, send request by e-mail to:

Reginald Griffin, Federal Programs Director
E-mail: reggriffin@qcsd.k12.ms.us
Office: 662-326-8178,
Mobile: 662-645-7700

I. SCOPE OF SERVICES

The selected Architect is to coordinate and manage projects and play an active role in the District's Project Team, consisting of the Architect, school administration, Board Members, and other members deemed appropriate by the District (the "Project Team"). The Architect will, or in some instances assist the Director of Building Operations to, develop schedules; develop and analyze project construction estimates; develop and analyze alternative designs; develop and analyze cost models; understand labor conditions; advise on the most appropriate construction techniques; provide value engineering and life cycle costing; and coordinate/communicate the activities of the Project Team through all phases of the project.

Program management procedures, which will be established through the Architect efforts with the District's input and approval during design phases, will allow for the integration of all design and construction phase components of any project. The Architect shall strive for project delivery that is timely, cost effective and consistent with the standards set by the District.

FEDERAL REQUIREMENTS: During all phases on design and construction, the selected architect shall provide all documentation required under the ESSER funds to the proper agencies. Design professional shall be responsible for abiding to the federal requirements.

II. PRE-DESIGN PHASE

The Architect's duties, under the Pre-Design Phase (i.e. pre-referendum phase and program planning phase) will include, but not limited to:

1. Assist the District in development of the scope for the proposed construction, including verification of existing conditions, consulting on the building programs, providing schedule /time-table and cost estimation, and suggesting bidding options.
2. Estimate billable hours for services for each phase, with a not to exceed amount.
3. Assist the District in budgeting and scheduling exercises to evaluate alternate options and approaches from the standpoints of constructability and cost while meeting the requirements of the users.
4. Assist the District in estimating and maximizing the amount of building aid.
5. Assist the District in the selection of testing and/or other specialty consultants when required during any project.
6. Senior Principal for the Architect will attend regular meetings with District staff, as required by the District, to review progress and provide financial updates on the Project from the start of the Project until Substantial Completion.

III. CONSTRUCTION DOCUMENTS, BIDDING & CONTRACT AWARD PHASE

The Architect's duties will include, but not limited to:

1. Meet with other members of the District's Project Team and/ or School Board to review the program to fully understand the project scope, concept and other pertinent aspects of this project.
2. Review cost models, manage design progress, evaluate design changes and their cost impacts and review project estimates during the design and construction document phase of each project component. Coordinate program planning activity with the District.
3. Independently review, verify and update project schedules and cost estimates in the schematic design, design development, and construction document phases.
4. Evaluate all construction options technically, in terms of costs, and about movement of staff/logistics for minimum operational disruptions
5. Assist the District in reviewing local labor market conditions and local availability of construction materials as they effect design choices and construction cost. Establish liaison with contractors and encourage and recruit their participation in bidding. Make every legal effort and attempt to encourage local contractor participation in the construction of the project.
6. Advise the District on the conceptual design and prepare cost estimates of the design.
7. Participate in all design meetings, including initiating meetings with agencies as necessary, having approval authority.
8. Prepare plans and specifications along with all other documents required for submission to and approval by local governing jurisdiction.
9. Conform to the District's procedures for conduct for construction projects, observe all applicable laws, rules and regulations including competitive bidding requirements and Labor Law requirements.
10. Prepare plans and specifications in accordance with applicable law, rules, regulations, codes, and ordinances.
11. The Architect will assist the District to develop a contracting and purchasing strategy. The Architect shall assist in identifying long-lead time items and arrange for procurement.
11. Assist in expediting the bidding process, assure acceptable bids, cultivate good contractual relations; provide bid phase assistance (pre-bid conference, document distribution, bidder questions, prepare and distribute addenda, bid evaluation and recommendations, contract liaison, and if required, preparing bid packages for each contract, including definition of scopes of work, drawings, technical specifications, terms and conditions, bonding and insurance requirements etc.).

12. Assist the District in bid selection process. Establish a list of contractors, evaluate bids and alternates and make recommendations to the District for approval of selected contractors with public bidding requirements.

IV. CONSTRUCTION ADMINISTRATION & PROJECT CLOSEOUT PHASE

The Architect's duties will include, but not limited to:

1. Procurement of All Plan approvals from local municipalities.
2. Review all submittals and shop drawings for conformance with the contract documents; maintain records of accepted and rejected submittals. The architect shall be responsible for all coordination of shop drawings and meetings held during construction.
3. Continually evaluate project progress and recommend appropriate actions to maintain the accepted schedule. Provide necessary reports to the District as requested.
4. Establish and maintain a good working relationship with the community adjacent to the job sites and use reasonable methods to reduce undesirable impacts such as noise, dust, lighting, odor, and other potential nuisances.
5. Schedule and conduct final inspections alone and with the Project Team and others and to prepare punch lists; and oversee correction of punch list items.
6. Review evaluations and make recommendations on proposal and change order requests.
7. Review and verify applications for payment from contractors and suppliers for accuracy, progress and compare to milestones, and make certifications to the District regarding payment.
8. Attend project site meetings to review progress and provide site representation, as needed.

V. PROJECT TIMELINE

The project(s) must be totally completed and approved for occupancy no later than **August 1, 2023**. The District's expectation during the construction/renovation process is to minimize disruption of the educational process. The A&E Firm shall develop preliminary project timelines (and related expectations or obligations of the District) which project completion by **August 1, 2023**.

VI. RFQ TIMELINE

RFQ issued	10/05/21
Voluntary site visit	Upon Request
Last date/time to submit questions regarding	10/15/21 @ 12:00
Proposal due to District	10/19/21 @ 12:00
Select A & E Firm(s)	10/26/21

VII. FIRM PROFILE

Respondents to this RFQ shall include the following minimum information in their proposal:

1. General qualifications: describe the general qualifications of the firm(s).
2. Staff qualifications: submit resumes demonstrating relevant experience of key personnel to be assigned to this project. Specify the role of each key staff member in the project.
3. Previous experience: provide a list of clients, including name, address, contact person and telephone number for whom similar or related design services (for school facilities) that have been provided within the last five years. Include a short description of the project(s), the name of the project manager(s), and other staff members that were assigned and their role(s) in the project.

VIII. PROPOSAL EVALUATION / SELECTION PROCESS

All proposals shall initially be evaluated based on criteria listed below by members of an advisory evaluation committee. Such advisory committee shall consist of individuals who could be characterized as recipients, beneficiaries or users of the RFQ’s subject matter. The committee may consist of Quitman County School District clients. The committee using a point earned matrix shall evaluate all qualified proposal. Evaluations and selection of the successful Respondent shall be based on the information submitted in the proposal.

Responding firms will bear all costs of this RFQ and interviews, if any. Proposals will be reviewed using the following rubric criteria / elements:

Criteria	Points
General Professional Impression	10
Quality and successful completion of projects of similar size and cost	10
Firms’ proximity to geographic location of the project	5
Firm’s ability and capacity to complete the work	20
Time schedule and experience at timely delivery of design documents	10
Fee Proposal/ Cost: Overall fee/ billing rates	10
Experience/ Expertise in K-12 School Projects	5
Firms’ ability to demonstrate understanding of the project requirements (based on available information)	10

Financial controls (ability to accurately estimate and complete the project within available budget)	20
Total Points	100

Other Factors:

- ❖ Conciseness, responsiveness and completeness of the proposal to the information requested, objectives, and deliverables as outlined in the RFQ
- ❖ Prior experience, Qualifications, References, Past Performance of A/E Firm

- ❖ At the District’s discretion, to further assist in evaluation, some, one, or all of the responding firms and/or individuals may be requested to participate in an interview process. The interview will be used as another opportunity to clarify any issues within a given response and explore the approaches that may be used to satisfy all requirements for the District.
- ❖ Upon the completion of the selection process, the District shall notify the firms of the selection and the successful firm to enter into an agreement. The selected firms shall submit fee proposal at this time. At the District’s discretion, it may directly negotiate with the best qualified A/E on final scope and budget.
- ❖ The District may investigate the qualifications of any individual or firm under consideration, require confirmation of information furnished and require additional evidence of qualifications to perform the services described in this RFQ.

The District also reserves certain rights, including, but not limited to, the following:

- a. Reject any or all of the proposals
- b. Issue subsequent Requests for Proposals
- c. Cancel the entire Request for Proposal
- d. Remedy technical errors in the Request for Qualifications process
- e. Appoint evaluation committees to review qualifications and proposals
- f. Seek the assistance of outside technical experts in evaluation
- g. Approve or disapprove the use of particular subcontractors
- h. Establish a short list of firms eligible for discussions after review of RFQ
- i. Negotiate with any, all, or none of the firms
- j. Solicit best and final offers from all, some, or one of the firms
- k. Award a contract to one or more firms
- l. Waive informalities and irregularities in RFQ
- m. Award without discussion

Selection will be based upon a determination as to which proposal is in the best interest of the Quitman County School District. **Any decision made by the District, including the selection of vendor, shall be final and is NOT subject to appeal.**

This RFQ shall not, in any manner, be construed to be an obligation on the District to enter into a contract or result in any claim for reimbursement of cost for any

efforts expended in responding to the RFQ or in anticipation of any contract.

IX. SUBMITTAL REQUIREMENTS

Any questions concerning this RFQ must be submitted via e-mail on or before October 15, 2021 at 12:00 p.m. to:

Reginald Griffin, Federal Programs Director
Email: reggriffin@qcsd.k12.ms.us

All responses to this RFQ shall be received by the District no later than 12:00 p.m. on October 19, 2021. Please submit One (1) Digital copy of your proposal to: reggriffin@qcsd.k12.ms.us. Please also deliver or mail three (3) 8.5" x 11" printed copies of your proposal to:

Quitman County School District Central Office
Attn: Reginald Griffin, Federal Programs Director
1362 MLK Hwy., Marks, Mississippi 38646

Proposals shall be marked "Proposal for Architect & Engineering Professional Services" and shall clearly identify the firm submitting the proposals.

Proposals received after the date and time specified will be returned unopened. All proposals will become the property of the Quitman County School District.

By submitting a response to this RFQ, the Respondent accepts the evaluation process, acknowledges, and accepts the determination of the most qualified firm will require subjective judgement by Quitman County School District.

X. END OF RFQ