REQUEST FOR QUALIFICATIONS
FOR
PROFESSIONAL SERVICES

1. **GENERAL:** The East Mississippi Community College Board of Trustees, hereafter referred to as the College, will contract for professional services for the projects listed in this document. The projects will consist of (a) a master plan for student housing, (b) one dormitory (80-100 beds, private funds), and (c) one dormitory (80-100 beds, public funds).

2. **HAZARDOUS MATERIALS:** The College will require all selected Professionals to manage any asbestos abatement and lead paint as a routine part of the Professional’s contract. Consultants may be used; however, a separate contract for asbestos abatement or lead paint removal will not be issued by the College.

3. **PRE-INTERVIEW/PRE-SELECTION MEETINGS WITH THE COLLEGE:** Although the College will welcome pre-interview meetings and discussions of requirements, consultants, or special conditions, the proposer’s participation in such meetings and discussions will not guarantee selection.

4. **SELECTION PROCESS:** Projects (a) and (b), as listed above, shall be funded through non-State sources. Project (c), as listed above, shall be funded through State and Local appropriations. The College intends to contract with one Professional for projects (a) and (b), and then seek approval from the Mississippi Department of Finance and Administration’s Bureau of Building, Grounds and Real Property Management to accept that same Professional for project (c). Therefore, Professional selection, including the issuance of this RFQ, will be in accordance with Bureau of Building Professional Selection Policy as identified in BOB Manual Section 400.6-B.

Evaluation criteria for short list selection for this RFQ shall be as follows (100 point scale):

1. **Past Performance:** If a firm has done prior work for Bureau or the College, award up to 10 points depending upon past performance.
2. **Site Presence:** Geographic location and/or proven track record of maintaining presence on site, award up to 10 points.
3. **Project Team:** General qualifications of Prime Professional and Consultant firms as well as specific abilities of identified team members, award up to 50 points. The College may select different Professionals for each project, but the preference is to select one Professional for all 3 projects. Therefore, when the Professional submits for all three projects, the proposal must address the capacity of the Project Team to concurrently handle multiple projects.
4. **Relevant Experience:** Experience of Project Team with projects of similar type, scale and/or complexity of subject project, award up to 20 points.
5. **Fresh Perspective:** Project Team has no/low previous work with Bureau/College but offers new perspective or additional resource, award up to 10 points.

Evaluation criteria for selection from short-listed firms for this RFQ shall be as follows (100 point scale):

1. **Project Vision:** Professional has a clear vision/strategy for project which complements vision of Bureau/College, award up to 20 points.
2. **Relationship Management:** Professional balances goals and requirement of multiple governmental entities and user groups, award up to 10 points.
3. **Quality Control (Design Phase):** Project team produces tight, defendable contract documents that minimize change orders and construction phase conflict, award up to 20 points.
4. **Quality Control (Construction Phase):** Project team provides a construction phase service which ensures proper execution of contract documents, award up to 20 points.

5. **Budget Control:** Professional produces accurate estimates and keeps firm grasp of budget requirements with goal of most efficient/best use of limited funds, award up to 10 points.

6. **Schedule Control (Design Phase):** Professional meets all submission dates and anticipates/resolves potential design issues/conflicts in a timely manner, award up to 10 points.

7. **Schedule Control (Construction Phase):** Professional promptly processes submittals, pay applications; RFI’s and facilitates rapid resolution of conflicts, award up to 10 points.

5. **SUBMISSIONS:** Any individual, firm, or corporation desiring to provide services for the projects listed herein, should submit the following to the College in **DUPLICATE plus an electronic submittal** exactly like your hard copy submittal (in color, blue signatures, etc.). The electronic submittal shall be on a USB flashdrive/thumbdrive and included in the original envelope. As stated previously, the College intends to request that the Bureau of Building adopt project (c) and the Professional selected for projects (a) and (b). The three projects shall be considered as phases of a long-range facilities management plan and shall occur in sequence. Therefore, any form submitted as part of this RFQ may require updating and resubmitting at a later date in order to fully comply with Bureau of Building guidelines.

1. **Letter of interest:** Each submission must be accompanied by an individual letter.

2. **Form M54:** Each submission must be accompanied by a completed and current Form M54, Architect-Engineer Related Services Questionnaire. This document can be found on the Bureau of Building web page: [http://www.dfa.state.ms.us/Offices/BOB/BOBforms.htm](http://www.dfa.state.ms.us/Offices/BOB/BOBforms.htm) - BOB Forms (if it prompts you – then click “allow” and then “open”)

3. **Form M55:** Each submission must be accompanied by a completed and current Form M55, Architect-Engineer Related Services for Specific Project. This document can be found on the Bureau of Building web page: [http://www.dfa.state.ms.us/Offices/BOB/BOBforms.htm](http://www.dfa.state.ms.us/Offices/BOB/BOBforms.htm) - BOB Forms. (if it prompts you – then click “allow” and then “open”) M55 Item 7 must include entries for key personnel for the following six (6) project assignments:

   1. **KEY PRINCIPAL** - will be totally responsible for the project.
   2. **DESIGN PROFESSIONAL** - will be responsible for overall design and planning of the project.
   3. **CONTRACT DRAWINGS** - will be responsible for the actual production of the contract drawings.
   4. **CONTRACT SPECIFICATIONS** - will be responsible for the actual preparation of contract specifications.
   5. **BIDDING PROCESS AND CONSTRUCTION CONTRACT PREPARATION** - will be responsible for the bidding process and preparation of the construction award contract.
   6. **INSPECTIONS** - will be responsible for inspection of the project. As required but not less than twice a month.

6. **PROPRIETARY INFORMATION:** Any page(s) of proposal that proposer considers to contain “trade secrets” or confidential commercial or financial information shall be submitted on different color paper than non-confidential pages and be marked in the upper right hand corner with the word “CONFIDENTIAL”. Failure to clearly identify will result in that information being released subject to a public records request.

7. **DELIVERY:** All submissions must be received in the Office of Facility Planning and Project Management by 4:30 p.m., on Monday, February 29, 2016. Address all submissions to:

   East Mississippi Community College
   Attention: Dr. Paul Miller, Vice President for Administration
   Post Office Box 100
   Mayhew, Mississippi 39753
8. **PROJECTS**: The College needs Professional Services for the following projects:

A) **Title:** Student Housing Master Plan  
**Campus:** Scooba Campus  
**Location:** 1512 Kemper Street  
Scooba, MS 39358  
Kemper County Mississippi  
**Project Budget:** $25,000  
**Funding Sources:** Local  
**Professional Fee:** Lump Sum

Project Scope: Facilitate and document a student housing master plan to accommodate approximately 1000 residents. The final plan should include a gap analysis; site planning for new housing, parking, and infrastructure; renovation recommendations of existing student housing; and phasing and cost estimates for a 10-year program of work.

Commissioning: No

B) **Title:** New Dormitory – Phase I  
**Campus:** Scooba Campus  
**Location:** 1512 Kemper Street  
Scooba, MS 39358  
Kemper County Mississippi  
**Project Budget:** $4,500,000  
**Funding Sources:** Private  
**Professional Fee:** BOB fee designation “C”

Project Scope: Design and coordinate construction of a student housing facility consisting of two floors with a total occupancy of approximately 80-100 beds, using a double-occupancy room format. The minimum amenities will include a visitor lobby and laundry room.

Commissioning: This project will involve total building commissioning, requiring the Professional to coordinate the work of this project with the Owner’s Commissioning Authority Professional. Testing, Adjusting and Balancing (TAB) services will be retained by the Commissioning Agent. The commissioning process will begin at Schematic Design Phase. Professional will coordinate work with Commissioning Agent and the Testing, Adjusting and Balancing (TAB) service provider.
Title: New Dormitory – Phase II
Campus: Scooba Campus
Location: 1512 Kemper Street
Scooba, MS 39358
Kemper County Mississippi
Project Budget: $4,500,000
Funding Sources: State and Local
Professional Fee: BOB fee designation “C”

Project Scope: Design and coordinate construction of a student housing facility consisting of two floors with a total occupancy of approximately 80-100 beds, using double-occupancy room format. The minimum amenities will include a visitor lobby and laundry room. This project will be initiated, and professional contract administered, by the College, however; if/when State funds become available, project will be transferred to the BOB and a new professional contract executed, taking credit for any work performed prior to transfer of project to the BOB.

Commissioning: This project will involve total building commissioning, requiring the Professional to coordinate the work of this project with the Owner’s Commissioning Authority Professional. Testing, Adjusting and Balancing (TAB) services will be retained by the Commissioning Agent. The commissioning process will begin at Schematic Design Phase. Professional will coordinate work with Commissioning Agent and the Testing, Adjusting and Balancing (TAB) service provider.