

Mississippi Delta Community College
Moorhead, Mississippi
RFQ # 2023-01
Request for Qualifications for Architectural Services
Mississippi Delta Community College Dental Hygiene Clinic Renovation

Notice is hereby given that Mississippi Delta Community College (the College) will receive sealed qualification documents for the **Mississippi Delta Community College Dental Hygiene Clinic Renovation** in the Office of Business Services, Boggs-Scroggins Enrollment Services Center, P. O. Box 668, Moorhead, MS 38761 until **10:00 a.m. (CST) on February 13, 2023**. Sealed documents must be marked on the outside of the envelope as follows:

RFQ # 2023-01
Mississippi Delta Community College Dental Hygiene Clinic Renovation
10:00 a.m. (CST)

Qualifications and supporting information will be received by the College from firms interested in providing architectural services in connection with the Dental Hygiene Clinic Renovation as herein outlined. MDCC welcomes all architects, especially those located in Mississippi, and those which are women or minority owned, to submit qualifications. "This project is being supported, in whole or in part, by Coronavirus State and Local Recovery Funds, federal award SLFRP0003, awarded to Mississippi Delta Community College by the U.S. Department of Treasury."

At a minimum the submitted documents should include the following information:

- (1) the name of the offeror, the location of the offeror's principal place of business and, if different, the place of performance of the proposed contract;
- (2) the age of the offeror's business and average number of employees over a previous period of time, as specified in the RFP or RFQ;
- (3) the abilities, qualifications, and experience of all persons who would be assigned to provide the required services;
- (4) a listing of other contracts under which services similar in scope, size, or discipline to the required services were performed or undertaken within a previous period of time, as specified in the RFP or RFQ; and,
- (5) a plan giving as much details as is practical explaining how the services will be performed.

The selected firm will work with representatives of the College to assist in programming, code compliance, projected renovation costs, and timing of the project. The selected firm must have an established record of development, design, renovation, and construction of similar buildings and projects. The College reserves the right to negotiate with one or more parties and is not obligated to enter into any contract with any respondent on any terms or conditions. The Services will consist of:

Updates and/or renovations to current dental hygiene clinic. More specifically, services will include but are not limited to Demolition: knee walls, sheetrock, wall paper; Concrete: saw cut concrete under each new cabinet unit, replace concrete after plumbing; Electrical: install new 4 outlet box in new cabinetry, relocate IT cabling to cabinets in each operatory; Plumbing: tie in new plumbing from cabinets into existing plumbing once selective concrete has been demoed; Interior: refinish existing and new sheetrock, paint all walls, new base trim as required, new window trim, new window treatment, flooring throughout clinic, and (2) sets of doors entering the clinic including framing for doors.

Interested firms may suggest other sub-consultants with a record of similar experience including minority and women owned companies; however, the intended contract will be a single contract for the complete scope of services between the College and the selected firm.

Submittals should include, in addition to the letter of interest, two copies of supporting information that the firm determines best exhibits its expertise and experience paying specific attention to the areas requested herein. The supporting information should not exceed thirty (30) pages per copy. This limit includes materials contained in the Appendix section but does not include page dividers. The supporting information must illustrate appropriate, similar experience of the firm and sub-consultants, if proposed, and shall identify the actual team proposed for the project.

Final submissions, including the letters of interest and supporting information, must be received no later than the previously stated time and place. **Any individual, firm, or corporation submitting proposals will have the opportunity to see and evaluate the worksite on Wednesdays between the hours of 1 p.m. and 5 p.m. from January 11, 2023 –**

February 12, 2023. Firms selected for interviews will be notified no later than 5:00 p.m. on **February 15, 2023.** **Interviews are expected to be held February 16, 2023.** The College will then recommend appointment of the best qualified firm to the MDCC Board of Trustees.

1. **SELECTION PROCESS:** Professional selection will be in accordance with the following scale.

Evaluation criteria for interview 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 Using Agency, 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.
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/Using Agency but offers new perspective or additional resource, award up to 10 points.

Evaluation criteria for selection from interviewed 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/Using Agency, 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, defensible 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 this project, should submit the following in hard copy and digital format in **DUPLICATE**, (i.e. This will result in 4 submittals – 2 hard copies and 2 digital copies.)

1. **Letter of Interest:** The submission must be accompanied by an individual letter.
2. **Narratives:** Include narrative(s) and any other documentation that will assist the selection committee in the evaluation of the Professional and proposed Consultants by the criteria noted above. Professional may not substitute Consultants included in submission subsequent to selection except where specific justification is provided and approved by the Bureau of Building, et al, Director.
3. **Form M54:** The submission must be accompanied by a completed and current Form M54, Architect-Engineer Related Services Questionnaire. This document can be found on our web page: <https://www.msdelta.edu/notices-and-disclaimers/public-notices.php>
4. **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 our web page: <https://www.msdelta.edu/notices-and-disclaimers/public-notices.php> 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. **CONSTRUCTION OBSERVATION** - will be responsible for construction observation of the project. As required but not less than twice a month.
 7. **JOINT VENTURE** – if your entity is proposing a joint venture (partnership / collaboration / etc.) – please list same in the M55 Box 3 for Firm (or Joint Venture) Name & Address. Before award, the Joint Venture will need a Federal ID number and registration at the Mississippi Secretary of State. Insurance requirements would be E&O for the Joint Venture entity but individual firm Workers Comp policies would be acceptable.
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.
 6. **MODIFICATIONS TO PROPOSALS:** A Professional may modify their proposal at any time prior to the scheduled closing time indicated in the Request for Qualifications. A Professional may not modify their proposal after the scheduled closing time and prior to short-listing; however; short-listed Professionals may supplement or modify their proposal in any manner they so choose until the date and time of Professional Interviews, if conducted. If interviews are waived by the College, no modifications will be permitted unless the College formally notifies short-listed Professional in writing that they have been short-listed, that interviews have been waived, and of the closing time for any modifications to be considered for final selection.
 7. **IRREGULARITIES:** The omission of any information requested on the Request for Qualification may be considered as an informality, or irregularity, by the awarding public body when, in their opinion, the omitted information does not alter the Qualifications, or place other Proposers at a disadvantage.
 8. **DISQUALIFICATION:** The following list of situations may disqualify a Professional from being considered:
 1. Failure to comply with the Request for Qualifications’ requirements.
 2. Professional, or one or more of his proposed Consultants, is involved in an ongoing dispute related to the Professional’s, or proposed Consultant’s, execution, expertise, proficiency, or timely performance of a previous Contract with the College or another state agency, university, community college or junior college.
 3. Professional, or one or more of his proposed Consultants, is in arrears on existing Contract(s) with the College or another state agency, university, community college or junior college.
 4. Professional, or one or more of his proposed Consultants, has defaulted on a previous Contract with the College or another state agency, university, community college or junior college.
 9. **DELIVERY:** All submissions must be received in the Office of Business Services, Boggs-Scroggins Enrollment Services Center, by **10:00 a.m. (CST) on February 13, 2023**. Address all submissions to :
 Mississippi Delta Community College
 Office of Business Services
 Dental Hygiene Clinic Renovation
 P.O. Box 668
 Moorhead, MS 38761
 10. RFQ # 2023-01

Title:	Mississippi Delta Community College Dental Hygiene Clinic Renovation
Institution/Agency:	Mississippi Delta Community College

Location:	Moorhead, MS
Project Budget:	\$132,500.00
Funding Sources:	American Rescue Plan Act, SLFRP0003
Professional Fee:	C

Project Scope: Updates and/or renovations to current dental hygiene clinic. More specifically, services will include but are not limited to Demolition: knee walls, sheetrock, wall paper; Concrete: saw cut concrete under each new cabinet unit, replace concrete after plumbing; Electrical: install new 4 outlet box in new cabinetry, relocate IT cabling to cabinets in each operatory; Plumbing: tie in new plumbing from cabinets into existing plumbing once selective concrete has been demoed; Interior: refinish existing and new sheetrock, paint all walls, new base trim as required, new window trim, new window treatment, flooring throughout clinic, and (2) sets of doors entering the clinic including framing for doors.

No less than three (3), and no more than eight (8) Architects will be selected via this RFQ for subsequent interview by the College for the aforementioned project initiated between February 2, 2023 and June 30, 2023. Accelerate MS requires obligation and expenditure of all funds no later than June 30, 2023. The professional contract will be established with a project budget of one hundred thirty-two thousand, five hundred dollars (\$132,500.00). The contract will be assigned based on experience of the selected professional with the agency/institution, familiarity with the specific project requirements and capacity to produce the work in a timely manner. Professional shall identify primary architectural, structural and electrical consultants for projects which may include incidental work relating to same. The Professional may utilize different consultants on individual projects subject to concurrence of the Owner that the qualifications of such consultants are greater than or equal to those listed as primary consultants.

January 11, 2023

January 18, 2023