



Biloxi Public Schools

Purchasing

160 St. Peter Street • PO Box 168, Biloxi, MS (228)374-1810 • Fax (228)436-5104

Jennifer Gibson, Purchasing Director

REQUEST FOR QUALIFICATIONS

November 17, 2023

Dear Business Official:

Sealed proposals for the **Request for Qualifications for Architectural/Engineering Services**, as specified on the attached pages will be received in the Purchasing Department located in the Biloxi Public Schools Administration Building, 160 St. Peter Street, Biloxi, MS, 39530 (Mailing Address: PO Box 168, Biloxi, MS, 39533), until 11:00 A.M., Friday, December 8, 2023. Two (2) copies of your proposal should be in a sealed envelope clearly marked "**ARCHITECTURAL/ENGINEERING SERVICES RFQ**" on the outside of the sealed envelope. Late proposals will not be considered. All proposals will be taken under advisement and evaluated to be awarded at a later date. Interviews, if deemed necessary, may be scheduled within one to two weeks following the receipt of proposals.

Sincerely,

Jennifer Gibson
Purchasing Director

Board of Trustees
Biloxi Public School District
Biloxi, MS

Having examined the specifications outlined on the attached pages, my firm agrees to provide architectural/engineering services according to your specifications and instructions within the fee range listed in the RFQ. We understand and accept the instructions and conditions under which this proposal is being submitted. This proposal consists of all information required in Exhibit "A" – Proposal Requirements. We understand all information included in this Request for Qualifications packet, including but not limited to Exhibits "A" and "B." We understand that a company officer's signature is required on each form and unless this has been done, our proposal may be considered incomplete and therefore rejected.

Signature

Company Name

Name (Printed)

Street Address or PO Box

Title

City, State and ZIP Code

Email Address

Phone Number/Fax Number



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BILOXI PUBLIC SCHOOL DISTRICT REQUEST FOR QUALIFICATIONS ARCHITECTURAL/ENGINEERING SERVICES

The Biloxi Public School District Board of Trustees invites you or your firm to submit a proposal for architectural/engineering services for the Biloxi Public School District.

Preference will be given to individuals or firms with commercial construction experience in the governmental field who have a fully staffed office in one or more of the southern six (6) counties of Mississippi.

The term of the accepted proposal is indefinite at this time, but shall depend upon satisfactory performance of all duties and obligations as listed in this package.

Proposals shall include responses to all items listed in Exhibit "A" on pages 3-4 including an affirmation signature and a signed Exhibit "B" on page 5. Any supplemental information is welcome to be included in the proposal.

Evaluation of qualifications shall be based on what is the "best overall solution" for the Biloxi Public School District. The district will award this contract to the person or firm who submits the "most advantageous proposal." The following criteria will be used to evaluate all proposals as per Exhibit "A":

- Education/Licensing of individual or members of firm
- Experience of in-charge architect(s), engineer(s), and inspector(s)/project manager(s) in building commercial buildings
- Design and Construction management plan
- List of Projects completed in the last 6 years
- Interviews if deemed necessary
- References

The Board of Trustees reserves the right to:

- Appoint or authorize a person or persons to evaluate proposals, interview candidates if needed, and make a recommendation
- Waive any defect, irregularity or informality in any proposal procedures
- Reject any or all RFQs

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.

EXPECTATIONS AND REQUIREMENTS

The intent of the Board of Trustees is to engage an architect/engineer or architectural/engineering firm who will act as an advocate for the Biloxi Public School District before, during, and after construction projects are completed.

The Board of Trustees would expect this individual or firm to work with district personnel on various short-term and long-term facility needs to get the best quality construction at the lowest possible cost.

The most immediate need is to develop a site plan, choose a site, and construct an Upper Elementary School. The acceptable architectural/engineering fee range for this most immediate project will range from 5.25% to 6.25%.

Other requirements of the Board of Trustees include:

- Proof of current professional liability insurance coverage, liability insurance, and worker's compensation insurance and other insurance coverage
- Commercial construction experience, preferably in the commercial governmental building field
- Ability to work with city, county, state, and federal officials to ensure compliance with all codes, laws, regulations, or other legal requirements
- Timely submission of plans and specifications to local, state, and district personnel to review prior to board meetings
- Quality construction supervision
- Minimal change orders
- No reimbursables included in Architect/Engineer or construction contracts. (This means that all costs such as printing fees are included in the flat percentage rate).
- Highly qualified inspectors/project managers who will act in accordance with what is best for the school district not the contractor
- Ensure completion of all contractor's insurance and other documents to be in order prior to signing construction contracts

REQUEST FOR QUALIFICATIONS ARCHITECTURAL/ENGINEERING SERVICES

EXHIBIT "A" PROPOSAL REQUIREMENTS

Each individual or firm should submit the following information as part of the RFQ for Architectural/Engineering Services. Proposals that do not meet the requirements may be deemed not responsive and may be disqualified from the evaluation process.

Introduction:

- Present a written narrative of information about your firm including the education and experience of all members of your firm who will be assigned to work with the Biloxi Public School District. Please include the names and numbers of employees available to service the needs of the Biloxi Public School District.

Education/Licensing:

- Please specify the individual or individuals who will be assigned to the needs of the Biloxi Public School District and include specific education and/or licensing information.

Experience in Governmental Field:

- Provide a detailed listing of experiences in the architectural/engineering industry in the field of government, to include types of construction and length of service relationships. Please emphasize governmental projects south of Hattiesburg, especially on the Mississippi Gulf Coast.

Insurance Coverages:

- Confirm that insurance coverages listed in Exhibit "B" will be in place and active prior to initiation of all contracts

List of Completed Projects:

- Projects completed within the last six (6) years to include length of time to complete project from beginning of design through final completion, dollar amount over/under budget, and number of change orders per construction contract. The firm is also welcome to submit additional commercial education building experience to show additional experience in this field but completion dates will need to be provided.

Project Management:

- Provide a detailed narrative of how your firm will insure the management and oversight of any construction project will be handled in the best interest of the school district.

Interview:

- Interview, if deemed necessary, may be scheduled within one to two weeks following receipt of proposals and prior to making recommendation to the Board of Trustees.

References:

- Provide at least three references on governmental facilities your firm currently services.
- Provide at least three references of other facilities currently under your services.
- Provide at least three references of customers that have terminated services within the last two years, if any.

Signature of Company Official_____

(SIGN AND RETURN WITH PROPOSAL)

EXHIBIT "B"
MINIMUM INSURANCE REQUIREMENTS
TO BE PROVIDED UPON INITIATION OF CONTRACT

Architect/Engineer shall purchase and maintain in force at all times during the full term of the contract, the following minimum insurance covering: Bodily injury and property damage liability insurance in at least the following types with the minimum identified.

Professional Liability– Professional liability insurance in an amount of \$1,000,000.00

Commercial General Liability – Combined single limit in an amount of \$1,000,000.00 per occurrence with \$2,000,000.00 aggregate

Commercial Automobile Liability– Covering owned, non-owned, and hired automobiles/ vehicles—combined single limit in amount of \$1,000,000.00

Workers' Compensation Limits Statutory– State of Mississippi with a waiver of Subrogation.—Employer's Liability-\$100,000.00 each accident; \$500,000.00 disease Policy Limit; \$100,000.00 Disease each employee

Architect/Engineer will require all of the above coverages, with the exception of professional liability, and the following bonds of all contractors on construction projects prior to issuing a construction contract:

Bonds Required of Contractors:

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.

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.

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.

The Biloxi Public School District is to be named as additional insured in each policy and a waiver of subrogation shall be provided to the Owner. Architect/Engineer shall provide notification, in writing, thirty (30) days prior to termination date.

I do certify that my firm and contractors will have the required minimum insurances and bonds in place and active prior to initiation of all contracts.

Signature of Company Official _____
(SIGN AND RETURN WITH PROPOSAL)