

## **REQUEST FOR QUALIFICATIONS (RFQ) FOR PROFESSIONAL DESIGN AND CONSTRUCT SERVICES**

Sealed RFQ submittals will be accepted by the Harrison County Board of Supervisors at the Board Meeting Room in the First Judicial District Courthouse, 1801 23<sup>rd</sup> Ave., Gulfport, Mississippi, 39502 until the hour of 10:30 o'clock A.M. on TUESDAY, JUNE 27, 2017 for **PROFESSIONAL SERVICES TO DESIGN AND CONSTRUCT A JUVENILE DETENTION CENTER IN HARRISON COUNTY, MISSISSIPPI**. Those desiring consideration should submit one (1) original and five (5) copies. All submittals should be sealed and clearly identified as follows:

### **NAME OF FIRM**

### **REQUEST FOR QUALIFICATIONS FOR:**

### **PROFESSIONAL SERVICES TO DESIGN AND CONSTRUCT A JUVENILE DETENTION CENTER IN HARRISON COUNTY, MISSISSIPPI**

Envelopes not so marked are submitted at the risk of the prospective Proposer and the County assumes no responsibility for the premature opening of same by any County employee.

Proposals sent through the U.S. Mail are done so at the risk of the Proposer and should be addressed to the Harrison County Board of Supervisors, in care of the Chancery Clerks Office, Post Office Drawer CC, Gulfport, Mississippi, 39502. The County is NOT responsible for proposals that arrive in the mail after the designated opening time. Proposals may be delivered in person to the Harrison County Chancery Clerk's Office in the First Judicial District Courthouse located at 1801 23<sup>rd</sup> Ave, Gulfport, Mississippi until 5:00 P.M. Monday, June 26, 2017 or the Board of Supervisor's meeting room at the First Judicial District Courthouse in Gulfport, Mississippi on TUESDAY, JUNE 27, 2017 prior to the opening time as listed above.

If the agency is closed for any reason, including but not limited to: acts of God, strikes, lockouts, riots, acts of war, epidemics, governmental regulations superimposed after the fact, fire, earthquakes, floods, or other natural disasters (the "Force Majeure Events"), which closure prevents the opening of proposals at the advertised date and time, all proposals received shall be publicly opened and read aloud on the next business day that the agency shall be open and at the previously advertised time. The new date and time of the proposal opening, as determined in accordance with this paragraph, shall not be advertised, and all Vendors/Contractors, upon submission of a proposal, shall be deemed to have knowledge of and shall have agreed to the provisions of this paragraph. Proposals shall be received by the agency until the new date and time of the proposal opening as set forth herein. **The agency shall not be held responsible for the receipt of any proposals for which the delivery was attempted and failed due to the closure of the agency as a result of a Force Majeure Event.** Each Proposer shall be required to ensure the delivery and receipt of its proposal by the agency prior to the new date and time of the proposal opening.

The Owner expressly reserves the right to accept or reject any or all proposals or any part of any or all proposals based on a lowest and best submittal determination. If the Proposal documents request separate proposals on phases or items of a project, the Owner reserves the right to accept or reject any or all proposals or any part of any or all proposals based on a lowest and best submittal determination on each phase or item for which a separate proposal is requested.

The contract will be awarded to the best and most responsible Engineering Services provider who's RFQ is written within a competitive range and determined to be the most advantageous to the County, all factors considered. Factors to be considered in evaluating RFQs and their relative importance are set forth below.

The service provider shall perform all necessary services to properly carry out the activities of the project in accordance with all State/Federal laws and any applicable regulations. The project includes the following activities:

- a) Preliminary design and preparation of project cost for Board of Supervisors consideration;
- b) Prepare plans and specifications for project;
- c) Prepare and distribute bid packets (ensuring that all Federal, State and Regulation requirements are met in contract preparation);
- d) Assist in bid opening and prepare bid tabulation;
- e) Conduct pre-construction conference with contractor(s) and staff representatives, documenting files with minutes of meeting;
- f) Conduct work-in-progress inspections giving periodic reports to the Board and approving any and all partial payment requests.

The contract will be on a fixed price basis. Those desiring consideration should submit RFQ by the time and date stated above and must include the following:

- 1) Qualifications - List of qualifications of each staff person to be assigned to the project.
- 2) Experience - Information regarding the experience of the firm. Information shall include types of project activities undertaken.
- 3) Capacity for Performance - Identify the numbers and titles of staff available to be assigned to provide services. Also include an estimated time required to accomplish each phase of the project.

Proposals will be reviewed by a selection committee using the above criteria and rated on the following system to determine the best and most responsible Engineering Services provider: Qualifications-40, Experience-40, Capacity-20, Total: 100 Points. Negotiations will be conducted to determine a mutually satisfactory contract first with the engineering services provider receiving the highest number of points. If a contract cannot be reached after the best and final offer, negotiation with that firm will be terminated. Negotiations then will be initiated with the subsequently listed firm in the order of rating, and this procedure will be continued until a mutually satisfactory contract has been negotiated.

After successful negotiations, the selection committee will make a recommendation to the Board to accept and award the contract to best and most qualified engineering services provider.

Proposals may be held by the County for a period not to exceed ninety (90) days from the date of opening of proposals for the purpose of reviewing the proposals and investigating the qualifications prior to awarding the contract. The County is an equal opportunity employer.

By Order of the Board of Supervisors, this the 10<sup>th</sup> day of April, 2017.

John McAdams  
Clerk of the Board of Supervisors  
Harrison County, Mississippi

By \_\_\_\_\_

PUBLISH: Thursday, June 8, 2017  
Thursday, June 15, 2017