

REQUEST FOR QUALIFICATIONS

RFQ # 23-900-11-04

PROFESSIONAL ARCHITECTURAL SERVICES

Pearl River Valley Water Supply District
115 Madison Landing Circle
Ridgeland, Mississippi 39157
601-856-6574

Sealed Statements Of Qualifications (SOQs) will be received by the Pearl River Valley Water Supply District (PRVWSD) until 11:00 a.m., local time, September 12, 2023, at 115 Madison Landing Circle, Ridgeland, MS 39157, for the purpose of procuring Professional Architectural Services for the design of a new main office building of approximately 20,000 square feet.

Requirements, scope of services and instructions for submission of SOQs may be obtained by contacting Jill McMurtrey at jmcmurtrey@therez.ms or at therez.ms.gov. This information may also be procured at PRVWSD's office between the hours of 8:00 a.m. and 5:00 p.m., local time, Monday through Friday.

By

John Sigman
General Manager
Pearl River Valley Water Supply District

DATES OF PUBLICATION

August 14, 2023

August 21, 2023

REQUEST FOR QUALIFICATIONS FOR ARCHITECTURAL SERVICES
DISTRICT MAIN OFFICE BUILDING
PEARL RIVER VALLEY WATER SUPPLY DISTRICT

Project Description

The Pearl River Valley Water Supply District requests statements of qualifications (SOQs) from architectural firms for the design of a new District Main Office Building consisting of an administrative building of approximately 20,000 square feet with associated parking areas, access roadways, utilities, landscaping, and lighting. The complex will be sited on lands controlled by the District in Rankin County, Mississippi.

Evaluation Criteria

The SOQs will be evaluated using the following criteria:

| <u>Criteria</u> | <u>Scoring Weight</u> |
|---|-----------------------|
| Team's experience and capabilities. | 15% |
| Education and experience of architect's and sub-consultants staff members who will work on the project. | 20% |
| Education, experience, and qualifications of the proposed project manager. | 20% |
| Team's experience with design of government offices. | 15% |
| Professional services provided. | 15% |
| Availability and capacity of architect's and sub-consultant's staffs to respond quickly and complete design within 12 months. | 15% |

Submission Requirements

All statements of qualifications should include the information outlined below in the following order:

- A. Cover Letter/Business Information: State the full name and address of your organization and the branch office, if any, which will perform the services described in this Statement of Qualification. Include telephone numbers, points of contact, and the official signature of an authorized company representative. If the submitter is a corporation, provide an impression of the corporate seal.

- B. Qualifications and Experience of Prime Consultant and All Sub-Consultant Firms: Include firms dates of founding, location of firms' headquarters and branch offices (if any), total numbers of employees, a description of the firms' experience, histories, and qualifications for the last five (5) years with regard to similar work. Provide the following information for at least three completed public/government projects that represent the Prime Consultant's work and service within the last five years:
- a. Name of Project
 - b. Project Type (Professional, Municipal, Educational, Industrial, etc.)
 - c. Project Size (square feet, acres, linear feet, production capacity)
 - d. Original Contract Amount
 - e. Final Construction Cost
 - f. Completion Date
 - g. Contractor
 - h. Owner Contact Person (Name and phone number)
- C. References: Provide three (3) verifiable references for clients with whom the Prime Consultant has done work within the last five (5) years. Include the name, address, telephone number, point of contact, and description of the work for projects that are similar in complexity and/or nature to this project.
- D. Project Team: Provide organizational chart of project team. Provide resumes describing the background, experience and qualifications, location, and length of service of key personnel that will be assigned to projects. Clearly identify the individual team member who will serve as Project Manager for this project. Provide professional registration numbers for the State of Mississippi, and other states, if applicable, for all project team members.
- E. Sub-consultants and associated firms: Identify all other firms that are included in this statement of qualifications. State the nature of the association and why the association is necessary.
- F. Understanding of the project: Include a statement of the firm's understanding of the projects, and the proposed approach for providing the requested services and schedule.
- G. Additional services required: Based on the firm's understanding of project, identify any additional services that might be required.
- H. A list of professional services provided by the Prime Consultant and the proposed team in the format shown below:

Professional Services Provided by Prime Consultant and Team

| Professional Service | Provided Yes/No | Inhouse or Sub-Consultant | Basic Services or Additional Services |
|----------------------------------|------------------------|----------------------------------|--|
| Site selection consulting | | | |
| Accessibility/ADA assessment | | | |
| Architectural design | | | |
| Interior design | | | |
| Acoustical evaluation and design | | | |
| Life safety system design | | | |
| Technology infrastructure design | | | |
| Landscape Design | | | |
| Survey services | | | |
| Civil engineering | | | |
| Geotechnical engineering | | | |
| Structural engineering | | | |
| Mechanical engineering | | | |
| Electrical engineering | | | |
| Cost estimating | | | |

Submission Instructions

Five (5) copies of the completed signed SOQ **bound in 3 ring binders** must be received at the main office of the Pearl River Valley Water Supply District, 115 Madison Landing Circle, Ridgeland, MS, 39157 **on or before 11:00 a.m. (CDT), September 12, 2023. The copies of the SOQ must be submitted in a sealed envelope or container identified on the outside as follows:**

**Statement Of Qualifications
District Main Office Building
PRVWSD**

Evaluation Procedures

Statements Of Qualifications will be evaluated by a team of at least three District staff members. After the initial evaluations are complete, a short list of no more than three architectural firms may be asked to make presentations.