

MISSISSIPPI DEPARTMENT OF ARCHIVES & HISTORY
200 North Street
Jackson, Mississippi 39201
601-576-6850

**REQUEST FOR QUALIFICATIONS FOR
PROFESSIONAL ARCHITECTURAL SERVICES
VICKSBURG CIVIL WAR INTERPRETIVE CENTER
RFQ # 3140003703**

GENERAL

The Mississippi Department of Archives and History (MDAH or Owner) will contract for professional architectural services for a new Civil War Interpretive Center in Vicksburg, Mississippi. The Center will expand on the existing narrative of the Vicksburg campaign with diverse stories from soldiers, sailors, and civilians—both free and enslaved. A new and modern Center will contextualize the full story of Vicksburg and the larger role it played in the war and Reconstruction.

The Professional will enter a two-phase qualification process with the Owner before final selection. The Professional is required to have principals licensed in the State of Mississippi or partner with a resident firm.

PROJECT SCOPE

MDAH has plans for a new Civil War Interpretive Center near the Vicksburg National Military Park (VNMP), the state's most visited historical attraction with an average of over 500,000 visitors annually. Architectural services are needed for building demolition and preplanning through construction oversight and administration for an approximately 60,000-square-foot Interpretive Center. The new Interpretive Center will contain museum exhibits, theater, museum store, café and food service, facility use areas, education space, and staff offices. Initial estimates indicate the total project cost is in the range of \$80 million. There is no standing usable facility, but existing structures may need to be demolished before construction of the new Center can occur. The construction effort will require Architectural Barriers Act Accessibility Standard (ABAAS) and mechanical, electrical, plumbing, and life safety systems as per the International Building Code (IBC 2022) requirements for the new facility.

The selected Professional will work directly with MDAH. MDAH will facilitate discussions with our Stakeholders, including the exhibit designer (Gallagher & Associates), Friends of the Vicksburg National Military Park and Campaign, and Vicksburg National Military Park staff, on the location of the structures on the campus and the internal needs for the building. The selected Professional will be expected to create 3-D software models and renderings of the designs to share with MDAH and the aforementioned Stakeholders for discussion, review, and exhibit planning purposes.

Professional will coordinate with the MDAH Information Services on data and communications needs. MDAH will work with Mississippi Department of Information Technology Services (ITS), as needed. MDAH will also work with Friends of the Vicksburg National Military Park and Campaign and Vicksburg National Military Park staff to coordinate federal and private data and communications needs. This involvement will begin at the Schematic Design phase.

This project will involve Mechanical/Electrical/Plumbing and life safety commissioning, requiring the Professional to coordinate the work of this project with the Owner's Commissioning Authority Professional. The commissioning process will begin at the Design Development Document Phase. Testing, Adjusting and Balancing (TAB) services will be retained by the Commissioning Agent. Professional will coordinate work with Commissioning Agent and the Testing, Adjusting and Balancing (TAB) service provider.

TIMELINE

December 11, 2023	RFQ issued
December 29, 2023	Questions submitted to VicksburgArchRFQ@mdah.ms.gov by 5:00 p.m. CST
January 12, 2024	Answers posted at https://www.mdah.ms.gov/vicksburg-rfq by 5:00 p.m. CST
January 22, 2024	Submissions due by 5:00 p.m. CST
February 5, 2024	Short-list finalists announced
February 7-13, 2024	Initial Phase 2 meetings with short-listed firms
March 4-8, 2024	Mid-point Phase 2 meetings with short-listed firms
March 25, 2024	Draft plans due by 5:00 p.m. CST
March 27-29, 2024	Interviews
April 2, 2024	Notice of Intent to Award Issued

HAZARDOUS MATERIALS

The Mississippi Department of Archives and History 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 MDAH. In most instances, these services will be deemed as reimbursable project-related services requiring prior approval.

SELECTION PROCESS

Phase 1

Evaluation criteria for short-list selection for this RFQ shall be as follows (150-point scale):

- 1) **Relevant Experience:** Firm has done prior work for MDAH or other state agency, a historical institution or museum, or of similar scope, scale, and complexity to subject project. (40 points)
- 2) **Project Team:** General qualifications of Prime Professional and Consultant firms as well as specific abilities of identified team members. (40 points)
- 3) **Quality Control (Design and Construction Phases):** Project Team produces tight, defensible contract documents that minimize change orders and construction-phase conflict in design phase; Project Team ensures proper execution of contract documents in construction phase. (20 points)
- 4) **Budget Control:** Professional produces accurate estimates and keeps firm grasp of budget requirements with goal of most efficient/best use of limited funds. (20 points)
- 5) **Schedule Control (Design and Construction Phases):** Project Team meets all submission dates and anticipates/resolves potential design issues/conflicts in a timely manner in the design phase; Project Team promptly processes submittals and RFIs, pays applications, and facilitates rapid resolution of conflicts in the construction phase. (20 points)
- 6) **Fresh Perspective:** Project Team offers new perspective or additional resource (10 points)

Phase 2

Professionals selected for the short list will be required to develop a conceptual design proposal, including a site plan, draft of the exterior building structure, and the interior building layout. Short-listed firms will receive additional information and submittal instructions at the start of Phase 2. Phase 2 firms will have the opportunity for a meeting with the Owner and Stakeholders prior to proposal submittal and interviews. At this phase, certain information shared by MDAH may be marked as confidential between the Phase 2 short-listed Professionals and MDAH and may not be disclosed to a third party without the prior written permission of MDAH. The Professional will present the design proposal at a final interview. Evaluation criteria for selection from short-

listed firms for this RFQ shall be as follows (150-point scale):

- 1) **Project Vision:** Professional has a clear vision/strategy for project that complements vision of MDAH. (25 points)
- 2) **Relationship Management:** Professional balances goals and requirements of multiple governmental entities and user groups. (25 points)
- 3) **Design Portfolio and Technical Proposal:** Professional delivers scaled drawings, renderings, and/or video presentation with model of proposed design concept for the building. (100 points)
 - a) Building functionality (30 points)
 - b) Site functionality (20 points)
 - c) Interior functionality (20 points)
 - d) Building aesthetics (10 points)
 - e) Site aesthetics (10 points)
 - f) Interior aesthetics (10 points)

COMPENSATION FOR PHASE 2 DELIVERABLE

MDAH offers payment up to \$60,000 to Professionals selected for the short list during Phase 2 to reimburse them for the time and effort required to prepare the “Design Portfolio and Technical Proposal” identified in paragraph 3 above. MDAH will consider the short-listed Professionals moving on to Phase 2 as under contract with the Owner until the final presentations and design portfolio are submitted, not to exceed 60 days.

To be eligible for reimbursement, the Professional must be rated as acceptable in all evaluation criteria, meet the required submittal elements, and submit an itemized invoice for time and effort expended in preparing the Phase 2 deliverable identified above. Professionals who were not selected for Phase 2 or withdraw from Phase 2 at any point prior to the Notice of Intent to Award announcement will not receive reimbursement or other compensation of any kind.

PROFESSIONAL COMPENSATION

Based on the Bureau of Building’s fee calculator at the time the Project is initiated, the Professional will be assigned a fee calculated as a percentage of construction cost derived from a basic fee formula of a fixed number (X) divided by the common logarithm of the actual construction cost (C). The basic fees and building classifications are as follows:

Type A: Projects of simple, utilitarian character without complication or detail and with a high degree of repetition, such as parking structures, garages, loft type structures, warehouses (exclusive of automated equipment), industrial buildings and farm structures.

Type B: Projects of simple character requiring normal attention to design, detail, and with moderate repetition, such as armories, apartments, bakeries, cold storage facilities, exhibition halls, freight facilities, hangers, manufacturing, industrial plants, motels, office buildings (without tenant improvements), packaging and processing plants, printing plants, public markets, roads, skating rinks, and service garages.

Type C: Projects of conventional character requiring normal attention to design and detail, complete with complete mechanical and electrical systems, such as bridges, cinema, college classroom facilities, convention facilities, dining halls (institutional), dormitories, fire stations, gymnasiums*, hotels, laundries and cleaning facilities, marinas, nursing homes, office buildings (with tenant improvements), parks, playground and recreational facilities, police stations, post offices, publishing plants, restaurants, schools (elementary and secondary), specialty shops, stadiums, transportation terminals, welfare buildings, neighborhood centers and similar recreational facilities, banks, exchanges and other financial institutions, extended care facilities, libraries, medical schools, medical office facilities and clinics, mental institutions, mortuaries, public health centers, religions facilities, research facilities, central utilities plants, water supply and distribution plants, sewage treatment and underground systems, electrical sub-station and primary and secondary distribution systems.

Type D: Projects of specialized character requiring a high degree of skill in design, containing large amounts of complex scientific mechanical and electrical equipment, such as aquariums, auditoriums,

airport control towers, art galleries, breweries, college buildings with special facilities, communications buildings, correctional and detention facilities, exposition buildings, hospitals, laboratories, observatories, theaters and veterinary hospitals. All historical facilities requiring complete restoration, except historical facilities being repaired only, are a C classification

Type E: Projects of detail character requiring elaborate planning and execution and devoid of repetition, such as mausoleums, memorials, monuments, museums, residences, and specialized decorative buildings.

Based on this structure, this project rates as an E.

The professional percentage fee formula applied is 46 / Log C

SUBMISSIONS

Phase 1

Any individual, firm, or corporation desiring to provide services, should submit the following in hard copy and digital format to the Mississippi Department of Archives and History in **duplicate**.

- 1) **Letter of Interest:** Each submission must be accompanied by an individual letter stating interest and projected timeframe.
- 2) **Narratives:** Include narrative(s) and any other documentation that will assist the selection committee in the evaluation of the Professional and any proposed consultants by the criteria noted above.
- 3) **Staff:** Include roles and resumes for staff involved in project.
- 4) **References:** Supply up to three professional References for relevant work previously completed or in progress. Include a point of contact's name, title, and phone number at minimum. The Owner may check any or all cited References to verify supplied information.

Phase 2

Submission requirements are anticipated to include a partial technical design portfolio. Short-listed firms will receive additional information and submittal instructions at the start of Phase 2. Phase 2 firms will have the opportunity for a meeting with the Owner and Stakeholders prior to proposal submittal and interviews.

Design portfolios should include the following:

- 1) Rendering of best view of the project
- 2) Exterior perspective rendering of the primary elevation clearly noting proposed materials and colors
- 3) Rendering of key interior features
- 4) Site plan with landscaping
- 5) Schematic floor plans
- 6) Building sections, wall sections, and selected details
- 7) Materials board
- 8) Color board outlining primary exterior and interior finish materials for best look and feel evaluation
- 9) Narrative with specifications and scope descriptions

Professionals will note that concepts submitted in this design portfolio are drafts and subject to alterations if chosen as the award recipient. Professionals will submit their design portfolios in hard copy and digital format to the Mississippi Department of Archives and History in **duplicate before** the scheduled interview.

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.

QUESTIONS AND ANSWERS

Questions should be directed to VicksburgArchRFQ@mdah.ms.gov with a subject line: “Questions – Vicksburg Architect RFQ.” Questions must be received no later than **5:00 PM CST on December 29, 2023**, to ensure a response by MDAH. Responses to questions will be posted to the MDAH procurement page on the website at <https://www.mdah.ms.gov/vicksburg-rfq>, <https://www.transparency.ms.gov/>, and sent to all potential offerors known as an amendment to this RFQ on January 12, 2024, by 5:00 CST.

ACKNOWLEDGEMENT OF AMENDMENTS

MDAH reserves the right to amend this RFQ at any time. Should an amendment to the RFQ be issued, it will be posted to the MDAH procurement page on the website at <https://www.mdah.ms.gov/vicksburg-rfq>, <https://www.transparency.ms.gov/>, and sent to all potential offerors known. Offerors must acknowledge receipt of any amendment to the RFQ by signing and returning the amendment. The acknowledgment must be included in the RFQ submission. Please monitor the website for amendments to the RFQ. MDAH responses to questions will be treated as amendments to the RFQ and will require acknowledgment

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 during the Professional Interviews. If interviews are waived by MDAH, no modifications will be permitted unless MDAH formally notifies all short-listed Professionals of a closing time for any modifications to be considered for final selection.

IRREGULARITIES

The omission of any information requested on the Request for Qualification may be considered as an informality, or irregularity, by MDAH when, in its opinion, the omitted information does not alter the Qualifications or place other Proposers at a disadvantage.

DISQUALIFICATION

The following list of situations may disqualify a Professional from being considered:

- a) Failure to comply with the Request for Qualifications’ requirements.
- b) 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 State of Mississippi.
- c) Professional, or one or more of his proposed Consultants, is in arrears on existing Contract(s) with the State of Mississippi.
- d) Professional, or one or more of his proposed Consultants, has defaulted on a previous Contract with the State of Mississippi.

SUBMITTALS

All submissions must be received by
5:00:00 p.m., on Monday, January 22, 2024.

Address all submissions to:
MDAH Finance Office
Vicksburg Architect
RFQ # 3140003703
200 North Street
Jackson, Mississippi 39201