

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

**REQUEST FOR QUALIFICATIONS FOR
PROFESSIONAL SERVICES FOR LANDSCAPE
DESIGN
RFQ #3140003881**

GENERAL

The Mississippi Department of Archives and History (MDAH) will contract for professional landscape architectural design services for Margaret Ann Crigler Park, Jackson, Mississippi.

PROJECT SCOPE

MDAH is looking to develop the design for greenspace, stage area, and festival street—Margaret Ann Crigler Park.

The green space and stage will be at 300 N. State Street. This 2.060 +/- acres is at the corner of State and Mississippi streets in Jackson, Mississippi. The land currently houses a two-story building with two basement levels that is planned for demolition. Some dirty work will also take place with the demolition phase of the building. All other site work will be incorporated into the plans created under this RFQ. A festival street (North Street) will connect the park to the Two Mississippi Museums and tie into the Museum Trail that has been created in Jackson.

MDAH has conceptual drawings for Margaret Ann Crigler Park. The park will serve as a gateway from downtown to the Two Mississippi Museums—the Museum of Mississippi History and the Mississippi Civil Rights Museum.

Schematic design, design development, construction documents for the park, stage area, and festival street are needed. The selected professional will also assist with bidding for sitework and the landscape service including approving nurseries and selected plants and overseeing the construction phase for Margaret Ann Crigler Park.

The professional will work closely with MDAH staff to ensure that the vision for the Margaret Ann Crigler Park is achieved.

MDAH inspires stories that connect our lives and shape our future. Margaret Ann Crigler Park will complement the Two Mississippi Museums, creating an adjacent space in which we can celebrate our natural landscape and cultural traditions. It will be a place where we can reflect on our stories and connect with our neighbors. It will draw the museums out into the heart of the city, and draw people into the galleries, where they will be inspired to think in new ways about where we have come from, and where we are headed together.

TIMELINE

May 20, 2024	RFQ issued
May 27, 2024	Questions submitted to ParkRFQ@mdah.ms.gov by 5:00 p.m. CST
May 31, 2024	Answers posted at https://www.mdah.ms.gov/about-mdah/bid-opportunities/parkrfq by 5:00 p.m. CST
June 7, 2024	Submissions due
June 12, 2024	Short list finalists announced
June 14-19, 2024	Interviews
June 25, 2024	Notice of Intent to Award

SELECTION PROCESS

Evaluation criteria for shortlist selection for this RFQ shall be as follows (100-point scale):

1. **Past Performance:** Firm has done prior work for MDAH or other government agencies. (10 points)
2. **Project Team:** General qualifications of Prime Professional and Consultant firms as well as specific abilities of identified team members. (30 points)
3. **Fresh Perspective:** Project Team offers a new perspective or additional resource (20 points)
4. **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. (10 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. (20 points)
6. **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. (10 points)

Evaluation criteria for selection from short-listed firms for this RFQ shall be as follows (75-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. **Relevant Experience:** Firm has done work of similar scope, scale, and complexity to subject project. (25 points)

PROFESSIONAL COMPENSATION

Based on the Bureau of Buildings' 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). There are three (3) 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: Project of a 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 a 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 detailed 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 is rated as a C+.

The professional percentage fee formula applied is 115% * 42 Log C

Additional services may be paid as reimbursable expenses.

SUBMISSIONS: 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 in 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 (renderings, drawings,

photographs) that will assist the selection committee in the evaluation of the Professional and any proposed consultants and subcontractors by the criteria noted above.

3. **Staff:** Include roles and resumes for all staff, including any subcontractors, involved in the project.

PROPRIETARY INFORMATION: Any page(s) of the proposal that the proposer considers containing “trade secrets” or confidential commercial or financial information shall be submitted on a 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 ParkRFQ@mdah.ms.gov with a subject line: “Questions – Crigler Park RFQ.” Questions must be received no later than **5:00 PM CST on May 27, 2024**, 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/about-mdah/bid-opportunities/parkrfq>, <https://www.transparency.ms.gov/>, and sent to all potential offerors known as an amendment to this RFQ on May 31, 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/about-mdah/bid-opportunities/parkrfq>, <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 the MDAH formally notifies all short-listed Professionals of the 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 June 7, 2024.**

Address all submissions to:

MDAH Finance Office
Landscape Design
RFQ # **3140003881**
200 North Street
Jackson, Mississippi 39201