

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

**REQUEST FOR QUALIFICATIONS
FOR
CONTRACTOR**

GENERAL: The Mississippi Department of Archives & History will contract for construction for the Mississippi Landmark project listed in this document. This is NOT a request for bids/pricing. Contractors who are prequalified under this process will be requested to submit sealed bids in a separately advertised Request for Bids.

1. **PROJECT:** The Mississippi Department of Archives & History is seeking prequalification for the following project:

1.	RFx#:	3140004537
	Title:	Historic Jefferson College–President’s House Repairs
	Agency:	Mississippi Department of Archives & History
	Location:	Historic Jefferson College, Washington, Mississippi

Scope of work includes, but is not limited to: Roof replacement and envelope repairs, site drainage and structural repairs, and associated work on the President’s House located on the Historic Jefferson College campus. Includes removal of existing wood shingle roof system and replacement with wood shingles and copper flashing; gutter and downspout repair and/or replacement; repair and/or replacement to the existing historic wood siding; repairs to historic wood windows; site drainage improvements; structural repairs to the historic wood structure and brick piers. The scope of work is described in detail in the RFQ documents.

2. **SELECTION PROCESS:** Contractor prequalification will be in accordance with Bureau of Building Contractor Prequalification Policy as identified in BOB Manual Section 400.12. Preselection Committee will establish a short list of all responsive Contractors meeting a minimum score of 70 points. Evaluation criteria for short list selection for this RFQ shall be as follows (100 point scale):

1. **Past Performance:** If a General Contractor has done prior work for the Mississippi Department of Archives & History, award up to 10 points depending upon past performance. If a General Contractor has not done prior work for Bureau or Using Agency, scoring for this criteria will be based upon references provided and/or consultation with Owner(s) of portfolio of completed projects provided.

2. **Project Management Team:** General qualifications of General Contractor and Key Trades as well as specific abilities of identified team members, award up to 30 points as follows:

- General Contractor – Up to 5 points
- Key Trades – Up to 25 points as follows:
 - Wood Shingle Roofing and Associated Copper Flashing Installation – Up to 5 points
 - Historic Wood Window Repairs – Up to 5 points
 - Historic Woodwork (Exterior Wood Siding) – Up to 5 points
 - Historic Wood Structural Repairs – Up to 5 points
 - Historic Masonry Repairs and Repointing of Masonry – Up to 5 points.

3. **Relevant Experience:** Experience of General Contractor and Key Trades with projects of similar type, scale and/or complexity of subject project, award up to 60 points as follows:

- General Contractor – Up to 10 points

- Key Trades – Up to 50 points as follows:
 - Wood Shingle Roofing and Associated Copper Flashing Installation – Up to 10 points
 - Historic Wood Window Repairs – Up to 10 points
 - Historic Woodwork (Exterior Wood Siding) – Up to 10 points
 - Historic Wood Structural Repairs – Up to 10 points
 - Historic Masonry Repairs and Repointing of Masonry – Up to 10 points.

Should interviews of short-listed firms be held, each short-listed Contractor will be re-scored following interviews using the same criteria for short list selection. If no interviews are held, Contractors will be prequalified directly from the short list on the basis of the short list scoring. No less than two (2) and no more than five (5) Contractors receiving the highest scores shall be prequalified for bidding of the project.

3. **SUBMISSIONS:** Any individual, firm, or corporation desiring to provide construction for project listed herein, shall submit the following to the Mississippi Department of Archives & History. See Definitions below for detailed descriptions of Company Information, Key Personnel and Project Portfolio. A minimum of 5 hard copies in a binder, tabbed as indicated herein with an additional 5 copies in digital format (CD or memory stick) are required. Incomplete submissions will be considered non-responsive and ineligible for consideration. No supplementation or revision of submittal shall be permitted after stipulated submittal delivery date/time.

- **Tab 1: General Contractor**
 - Company Information
 - Key Personnel
 - Project Portfolio
- **Tab 2: Copper Flashing and Wood Shingle Roofing, and associated work** - Includes the demolition of existing roofing components, installation of wood shingle roof system and the provision and installation of accessories as described in Division 7- Thermal and Moisture Protection, Section 07 31 29 Wood Shingle and Shake Roofing, all drawings and details and any related work described in other Contract Documents. Includes the fabrication and installation of all associated copper flashing described in Division 7 - Thermal and Moisture Protection, all drawings and details, the “Copper in Architecture Handbook” located in the Appendix in addition to any related work described in other Contract Documents. (Note: If the General Contractor is proposing to perform part or all of this work, so indicate and include the required information in addition to that required under Tab 1.)
 - Company Information- Include documentation that company has at least ten (10) years of experience in the fabrication and installation of standing and flat seam copper roofing.
 - Key Personnel – Include statement that all work will be performed by workmen having at least five (5) years experience in the specific types of work involved in subject project.
 - Project Portfolio - Include examples of similar work.
- **Tab 3: Historic Wood Window Repairs, and associated work** - Includes the partial demolition and repair of existing wood window and glazing components, and the provision and installation of accessories as described in Division 8- Openings, all drawings and details and any related work described in other Contract Documents.
 - Company Information- Include documentation that company has at least ten (10) years of experience in type(s) of work included under this Tab.
 - Key Personnel- Include statement that all work will be performed by workmen having at least five (5) years experience in the specific types of work involved in subject project.
 - Project Portfolio- Include examples of completed work of a similar level of complexity and demonstrating levels of skill and craftsmanship similar to those required for this project.
- **Tab 4: Historic Woodwork (Exterior Wood Siding)** – Includes the removal and repair and/or replacement of existing wood siding, and provision and installation of associated work in Division 6 – Wood, all drawings and details and any related work described in other Contract Document sections.
 - Company Information - Include documentation that company has at least ten (10) years of experience in type(s) of work included under this Tab. (Note: If multiple companies will be performing portions of this work, include information for each and clearly indicate role/scope of

- each company.)
 - Key Personnel - Superintendent/Foreman identified must have at least five (5) years direct experience on multiple projects that included type(s) of work described under this Tab.
 - Project Portfolio - Include examples of completed work including the same types of applications and demonstrating levels of skill and craftsmanship similar to those required for this project.
- **Tab 5: Historic Wood Structural Repairs** – Includes the removal and repair and/or replacement of existing wood siding, and provision and installation of associated work in Division 6 – Wood, all drawings and details and any related work described in other Contract Document sections.
 - Company Information - Include documentation that company has at least ten (10) years of experience in type(s) of work included under this Tab. (Note: If multiple companies will be performing portions of this work, include information for each and clearly indicate role/scope of each company.)
 - Key Personnel - Superintendent/Foreman identified must have at least five (5) years direct experience on multiple projects that included type(s) of work described under this Tab.
 - Project Portfolio - Include examples of completed work including the same types of applications and demonstrating levels of skill and craftsmanship similar to those required for this project.
- **Tab 6: Historic Masonry Repairs, Repointing of Historic Masonry, and associated work** - Includes the preparation and repointing of masonry mortar as described in Division 4 – Masonry, Section 04 10 00 Preparing Lime Mortar for Repointing, and Section 04 20 00 Repointing Masonry Using Lime Mortar, all drawings and details and any related work described in other Contract Document sections.
 - Company Information- Include documentation that company has at least ten (10) years of experience in this type of work.
 - Key Personnel – Include statement that all work will be performed by workmen having at least five (5) years experience in the specific types of work involved in subject project.
 - Project Portfolio - Include examples of similar work.
- **Multiple Companies:** General Contractor will be contractually obligated to utilize companies identified in RFQ if awarded contract for construction in separate Request for Bids. As such, up to (2) companies may be identified for any scope of work. Wherever more than one (1) company is identified, scoring will be based upon the company perceived as the least qualified.
- **Definitions:** Refer to Tab descriptions above and Project Manual for higher requirements for individual Key Trade than those included in these general definitions.
 - Contractor Information
 - Company name, address, telephone number(s), and website (if applicable)
 - Mississippi Secretary of State Contractor Listing Printout
 - Mississippi Board of Contractors COR/Classification Printout
 - Key Personnel
 - Resumes, References and Proposed Role(s) of company personnel who will be directly involved on this project if awarded. At minimum, must identify Project Manager and Project Superintendent/Foreman proposed for this project. References shall include current telephone contact information.
 - Provide documentation of experience for each role on projects of similar type, scale and/or complexity of subject project. A minimum of five (5) years of documented experience is required for Project Manager and Project Superintendent/Foreman. For companies identified to perform Key Trades, experience must include projects involving State or Federal designated historic buildings. Refer to Tab descriptions above and Project Manual for higher requirements for individual Key Trade.
 - Project Portfolio
 - For each company identified to perform work of this project, include documentation of a minimum of five (5) projects of similar type, scale and/or complexity of the subject project which have been successfully completed within the past ten (10) years. Refer to Tab descriptions above for higher requirements for individual Key Trades.
 - Identify the involvement of proposed key personnel for subject project in each completed

project.

- Documentation shall include project name, location, historical designation (where applicable), completion date, client name/contact, architect name/contact, contract amount and a detailed description of company's work. Provide sufficient details concerning materials/methods involved to allow comparison between its scope and complexity and that of the subject project. Testimonial letters are acceptable, but not required.
- Include at least ten (10) high quality color images of each project illustrating company's work. Provide both images showing completed work and work in progress. Provide either captioned images or a written summary keyed to images highlighting relevance to work of subject project.

4. **RESPONSIVENESS:** Any submission lacking information required above shall be determined to be non-responsive and will not be scored or further considered.

5. **DELIVERY:** All submissions must be received in the MDAH Finance Office by 5:00:00 p.m. on Monday, May 4, 2026. Publication will be as follows: April 6, 2026, and April 13, 2026. Address all submissions to:

Physical Submission:

MDAH Finance Office
Attn: Joey Roberts
Historic Jefferson College—President's House Repairs
RFx # 3140004537
200 North Street
Jackson, Mississippi

Electronic Submission:

Qualifications can be electronically submitted at www.szzarchbids.com under the project page.