

**REQUEST FOR QUALIFICATIONS # 23-19
FOR
PROJECT MANAGEMENT SERVICE
THE UNIVERSITY OF SOUTHERN MISSISSIPPI**

The University of Southern Mississippi is requesting qualifications for project management services and other closeout services for the Gulf Park Language and Speech Therapy Center funded by the U.S. Department of Health & Human Services and possible other grant funds. This will be a new construction project, up to 25,000 gsf with a construction budget between \$2M and \$15M. Offerors must have at least 5 years of project management experience and be a licensed architect or engineer qualified to do the work.

All services will be provided in accordance with applicable state and federal laws and regulations pertaining to funding sources.

It should be noted that the scope of work set forth herein is intended to have some flexibility and the University and selected consultant may mutually alter or modify the tasks if necessary and appropriate and if conditions or circumstances require.

All proposals must be received in the Gulf Park Physical Plant at 730 Beach Blvd. E., Long Beach, Mississippi 39560, until 3:30 pm February 10, 2023. An original and three (3) copies of each proposal must be submitted.

All proposals must be submitted in a sealed envelope clearly identified as set forth below:

Name of Consulting Firm
Proposal for Project Management Services
Gulf Park Language and Speech Therapy Center
Long Beach, Mississippi

Scope of Work: The selected consulting firm shall be responsible for timely provision of prompt project management services, at a minimum, in accordance with the scope of work provided herein.

Contract Type: USM will enter into a written contract with the selected firm with a mutually agreeable price. Compensation will be based on available grant funding. Offerors are required to provide rate schedules for personnel and costs for reimbursable expenses. Selected consultant will be required to enter into indemnification and hold harmless provisions for USM in the contract for these services. Offers will be required to comply with applicable provisions of 2 C.F.R. § 200.0 *et seq.*, and applicable provisions of 2 C.F.R. Pt. 200, App. II.

Proposal Content: A clear and concise statement of qualifications, experience and capacity to perform, as well as a fee schedule and proposed compensation for services must be submitted.

Project management services may include the following activities:

- A. Maintain established lines of communication among team members to ensure effective communication and timely issue resolution.
- B. Manage team efforts.
- C. Participate in planning, design, pre-bid, pre-construction and construction phase meetings.

- D. Document items requiring University input and/or action.
- E. Maintain a comprehensive project directory.
- F. Interface with USM and other agencies.
- G. Assist with periodic and final design reviews and approvals.
- H. Assist USM in preparing comprehensive budget and develop budget reduction strategies to control overages.
- I. Track funds obligation and project expenditures.
- J. Establish, maintain and manage contingency budget.
- K. Lead value engineering efforts and provide guidance and feedback in identification of cost savings opportunities.
- L. Participate in owner, architect, engineer, contractor meetings.
- M. Track action items and ensure that sensitive project issues are timely resolved.
- N. Provide routine, ad-hoc and/or milestone status reports for the University and grant sources as needed.
- O. Make construction observation visits as needed.
- P. Coordinate and assist the University with IHL required documentation and actions.
- Q. Procurement assistance.
- R. Review and approve professional invoices.
- S. Review, approve and document construction pay estimates.
- T. Analyze and review change orders.
- U. Review material testing reports and manage testing firm.
- V. Review weekly certified payrolls required by Davis Bacon Act.
- W. Prepare ad-hoc reports as required by University and funding sources.
- X. Project documentation and file management.
- Y. Quality Assurance
- Z. Closeout assistance.

Proposal Evaluation: Proposals will be evaluated using the following selection criteria. Points will be assigned to each criterion based on content of the proposal. Negotiations will be conducted initially with the firm ranked highest. If a mutually satisfactory contract cannot be negotiated with the selected firm, the firm will be requested to submit a best and final offer, in writing, and if a contract cannot be reach after the best and final offer, negotiation with that firm will be terminated and then initiated with the subsequently listed firm in order of ranking and this procedure will continue until a mutually satisfactory contract has been negotiated. In addition to reaching a fair and reasonable price, the objective of negotiations will be to reach an agreement on the provisions of the contract including scope and extent of work and other essential requirements. Proposals must include the following parts:

	Maximum Points
1. Qualifications – Information reflecting qualifications of persons to be assigned to provide services.	35
2. Experience - Information submitted should as a minimum include: (1) Type of grant funding, (2) amount of grant funds, (3) types of project activities undertaken, (4) project owner	35

3.	Capacity for Performance - Identify number and title of staff available to provide services. As evidence of ability, USM will consider previous record with regard to performance in Grant assisted programs.	15
4.	Price/Compensation/Fee Structure - Provide proposed price for services, fee structure, and method of compensation, USM will consider price proposal/affordability	15
Total Points		100

It is important to note that project management services are not intended to duplicate duties and responsibilities of the project architect/engineer. Further, it is not the intention for USM to pay for the same services twice. Project management services are intended to support USM and to provide services that the University does not have the personnel or expertise to provide. Principal among the purposes of the project manager is the necessity for prompt completion of the project.

All services will be provided in accordance with applicable state and federal law and regulations governing funding sources.

The University reserves the right to withdraw this solicitation and/or amend or modify it prior to deadline for proposals. USM reserves the right to reject all proposals and waive informalities and irregularities. If an offeror wishes to seek clarification of any provision of this RFQ, they must do so in writing at least 48 hours prior to proposal deadline; otherwise, such ambiguity, conflict, discrepancy, or other error shall be waived.

Questions can be sent to Luke Applewhite at lucas.applewhite@usm.edu