

**COLUMBUS MUNICIPAL SCHOOL DISTRICT  
Columbus, Mississippi**

**REQUEST FOR PROPOSAL**

**SUBJECT: ARCHITECTURAL SERVICES**

**PROPOSAL OPENING DATE AND TIME**

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**NAME**

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**MAILING ADDRESS**

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**CITY AND STATE**

**ZIP CODE**

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**TELEPHONE NUMBER**

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**EMAIL ADDRESS**

**NOTE: PLEASE READ ALL ATTACHED INSTRUCTIONS IN THIS REQUEST FOR PROPOSAL PRIOR TO SUBMITTING PROPOSALS. PLEASE RETURN FOUR (4) COPIES OF PROPOSAL SEALED IN AN ENVELOPE CLEARLY MARKED:**

**PROPOSAL FOR: ARCHITECTURAL SERVICES**

**PROPOSAL OPENING DATE AND TIME: October 1, 2019 at 8:00 am**

COLUMBUS MUNICIPAL SCHOOL DISTRICT  
REQUEST FOR PROPOSAL FOR ARCHITECTURAL SERVICES

The Columbus Municipal School District Board of Trustees invites you or your firm to submit a proposal for architectural services for the Columbus Municipal School District.

Preference will be given to individuals or firms with commercial construction experience in the education field.

The first project that will be expected to be completed by the successful architect is the bidding and overseeing the repairs/renovations from the tornado damage incurred at Hunt Building on February 23, 2019. The district has been working with FEMA and the insurance company to complete the Category A (debris removal) and B (emergency protective measures) work to the building which should stop any additional damage to the building. However, both federal and state law requires that the district bid the restoration/renovation work once the current work is complete. The district has a \$10,000 deductible that FEMA should cover assuming that the district complies with all FEMA requirements. The amounts above \$10,000 are expected to be covered by insurance of the district other than the uninsured portion of the building. The architects submitting the proposals should consider this project in submitting their proposal. Architects are invited to visit the school site prior to submission to gain awareness of the extent of this project. Stephen Little, Maintenance Director 662-386-9781 will be the on-site contact for viewing the building. In addition, FEMA requires that the district comply with federal regulations concerning engaging minority and women-owned businesses in the procurement process. Therefore, it is in the best interest of bidders to list if **they are a minority or women-owned business**. The federal regulations do NOT require that the district award the contract to a minority or women-owned business but does require the district to take the AFFIRMATIVE steps to engage them that include:

- Placing these firms on solicitation lists
- Send the solicitation to these firms whenever they are potential sources
- Divide requirements when feasible to make contracts more accessible
- Utilize the Mississippi Minority Business Registry ([www.mnbr.org](http://www.mnbr.org)) to find applicable firms
- Require your prime contractors to adhere to the above requirements in their subcontracting.

Stephen Little, Maintenance Director -662-386-9781 will be the on-site contact for viewing the building.

Proposals must be returned no later than Time 4:30 pm on (Day, Date) October 14, 2019, to the Columbus Municipal School District Business Office located at 2630 McArthur Drive PO Box 1308, Columbus, Mississippi, 39703-1308. Four (4) copies of your proposal should be in a sealed envelope clearly marked "Proposal for Architectural Services" on the outside of the envelope. Late proposals will not be considered. All proposals will be taken under advisement and evaluated to be awarded at a later date. Interviews may be scheduled within one to four weeks following receipt of proposals.

The term of the accepted proposal is indefinite at this time, but shall depend upon satisfactory performance of all duties and obligations as listed in this package. Proposal shall include responses to all items listed in Exhibit "A" with the exception of "Interview". In addition, other required documents include a signed "Proposal" form on page 6, a signed "Notification of Criminal History" form on page 7, and a signed Exhibit "B" and "C" on pages 10-13 – signed Exhibits "D" and "E" will be required of the approved individual or firm prior to allowing any employees on the school campus. These policies will also apply to any contractors and subcontractors on the Columbus Municipal School District premises. The policies noted are concerning Drug and Alcohol Use on School Premises and Background Checks. All policies can be viewed by visiting [www.columbuscityschools.org](http://www.columbuscityschools.org)  
--- Leadership - Board of Trustees – Board Policies.

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Evaluation of proposals shall be based on what is the “best overall solution” for the Columbus Municipal School District. Cost will be only one factor used in determining what is the “best value proposal”. The district will award this contract to the person or firm who submits the “most advantageous proposal”. The following criteria will be used to evaluate all proposals as per Exhibit “A”:

- Education/Licensing of individual or members of firm
- Experience of in-charge architect(s) and inspectors in building commercial education buildings
- Minimum Insurance Coverages
- List of Projects completed in the last 4 years
- Interview
- References
- Financial stability
- Pricing - - Percentages based on project costs or flat dollar amounts must be listed in the proposal. These percentages must be “net” of any additional billing such as printing costs, etc. Proposals/qualifications that do not list a flat dollar amount based on the project size or a percentage that is being proposed will not be considered for the interview process. Therefore, a reference to a sliding scale based on “AIA rates” will be considered an incomplete proposal and may not be considered. If using a sliding scale, the actual percentages shall be listed based on the dollar amount of the project award. Any outside billings for publications of advertisements for bids, asbestos testing or other environmental testing will be billed by that vendor to the CMSD once a valid purchase order is obtained. All engineering fees and other costs normally associated with architects planning, designing, preparing construction documents, bidding, negotiating and overseeing construction on commercial buildings shall be included with the architectural fees. For insurance/FEMA projects, the architect will be responsible for ensuring all items needed for insurance/FEMA concerning the building and items permanently attached for the building(s) are in accordance with the insurance company’s requirements. Contracts shall not be awarded until the Insurance Company and FEMA has agreed that all compliance requirements have been met for reimbursement purposes.
- Billing - will be based on the percentage in pricing above with 65% due upon the approval by the school board of the construction contracts including any applicable alternates. The remaining 35% will be invoiced based on the percentage of the project completed during the construction phase.
  - The district requires that the architect have his representative provide on-site inspections at least three days a week during the construction stage of the project to ensure that the project is proceeding according to the architectural plans and timelines. The CMSD expects written reports on these inspections and to be kept abreast of all issues that will affect the pricing or operations of the school district to be reported within 24 hours of the architect gaining knowledge of the event.
  - The architect will be responsible for ensuring all applicable warranty items are complete before the final payments are made as well as ensuring copies of the warranties are issued to the Columbus Municipal School District.
  - For insurance/FEMA projects, the architect will be responsible for ensuring all items needed for insurance/FEMA reimbursements concerning the building and items permanently attached to the building(s) are in accordance with the insurance company’/FEMA’s requirements. Final payments will not be made until the insurance/FEMA proceeds are received. All time spent in meeting and correspondence with FEMA/Insurance representatives will be included in the percentage fee.
  - Any buildings listed as historical landmarks will have to comply with all rules and regulations

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concerning historical buildings. The Architectural firm will be responsible for complying with all rules and regulations concerning historical building designations as with any other building codes.

- Minority and women owned firms will be given consideration

The Board of Trustees reserves the right to:

- Appoint or authorize a person or persons to evaluate proposals, interview candidates, and make a recommendation
- Waive any defect, irregularity or informality in any proposal procedures
- Reject any or all RFPs

All individuals or firms submitting proposals must be licensed to conduct business in the State of Mississippi. All individuals or firms must meet all insurance requirements. No proposals may be withdrawn for a period of thirty (30) days following the scheduled opening date.

**EXPECTATIONS AND REQUIREMENTS**

The intent of the Board of Trustees is to engage an architect or architectural firm who will act as an advocate for the Columbus Municipal School District before, during, and after construction projects are completed.

The Board of Trustees would expect this individual or firm to work with district personnel on various short-term and long-term facility needs to get the best quality construction at the lowest possible cost. The successful firm may be required to prepare minimal drawings and cost estimates during the strategic planning process to determine which projects are affordable. In addition, the successful firm would serve as the architect of record in the event of a natural disaster.

Other requirements of the Board of Trustees include:

- Proof of current professional liability insurance coverage, liability insurance, and worker's compensation insurance and other insurance coverage
- Commercial construction experience, preferably in the **commercial education building** field
- Able to work with city, county, state, and federal officials to ensure compliance with all codes, laws, regulations, or other legal requirements including the Mississippi Department of Education
- Experience with asbestos and lead requirements, as well as experience with FEMA/MEMA and insurance adjusters
- Extensive technology experience and willing to work with the district's technology team to address district technology needs
- Timely submission of plans and specifications to local, state, and district personnel to review prior to board meetings
- Quality construction completed on time and within budget
- Minimal change orders – ALL Change Orders require Board of Education approval prior to the work being performed.
- No contingency built into construction contracts, although allowances for individual items may be considered.

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- No reimbursables included in architect or construction contracts. (This means that all costs such as printing fees are included in the flat percentage rate.)
- Highly qualified inspectors who will act in accordance with what is best for the district
- Require all of contractor's insurance documents to be in order prior to signing construction contract
- No first payment to architect until bid is awarded by the board and contracts are signed.
- Architect is required to coordinate and send all information so that the bids are advertised through Department of Finance and Administration, coordinate with the district's choice of a recognized electronic bidding service so that Section 31-7-13, Miss. Code is met, as well as sending the advertisement to the local newspapers in compliance with Section 31-7-13, Miss. Code Ann.(1972).

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**PROPOSAL**

Board of Trustees  
Columbus Municipal School District  
2630 McArthur Drive  
PO Box 1308  
Columbus, MS 39703-1308

Ladies and Gentlemen:

Having examined the specifications outlined on the attached sheets, we/I agree to provide architectural services according to your specifications and instructions at the indicated percentages of project costs. We/I, the undersigned, understand and accept the instructions and conditions under which this proposal is being submitted.

This proposal consists of all information required in Exhibit "A", Proposal Requirements. We/I understand all information included in this Request For Proposal packet, including but not limited to Exhibits "A", "B", "C", "D", and "E".

We/I understand that a company officer's signature is required on each form and unless this has been done, our proposal may be considered incomplete and therefore rejected.

FIRM: \_\_\_\_\_

BY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TITLE: \_\_\_\_\_

STATE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

DATE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

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**NOTIFICATION OF CRIMINAL HISTORY**

A person or business entity that enters into a contract with a school district in the State of Mississippi, must give advance notice to the District if the person or owner or operator of the business entity has been convicted of a felony. This notice will include any/all employees of the entity who have been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony.

A school district may terminate a contract with a person or business entity if the District determines that the person or business entity failed to give notice as required.

I, the undersigned agent for the firm named below, certify that the information concerning notification of felony conviction/s has been reviewed by me and the following information furnished is true to the best of my knowledge.

Name of Individual or Company: \_\_\_\_\_

Authorized Company

Official's Name (print): \_\_\_\_\_

- A. My firm is not owned nor operated by anyone, nor employs anyone who has been convicted of a felony.

Signature of Company Official \_\_\_\_\_

- B. My firm is owned or operated by the following individual(s) who has/have been convicted of a felony:

Name of Felon(s):

Details of Conviction(s):

Signature of Company Official \_\_\_\_\_

(SIGN AND RETURN WITH PROPOSAL)

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**EXHIBIT "A"**

**PROPOSAL REQUIREMENTS**

Each individual or firm should submit the following information as part of the RFP for Architectural Services. Proposals that do not meet the requirements may be deemed not responsive and may be disqualified from the evaluation process.

**Introduction:**

- Present a written narrative of information about your firm including the education and experience of all members of your firm, who will be assigned to work with the Columbus Municipal School District. Please include the names and numbers of employees available to service the needs of Columbus Municipal School District, and include information on any women or minorities who are members or employees of your firm.

**Education/Licensing:**

- Please specify the individual or individuals who will be assigned to the needs of Columbus Municipal School District and include specific education and/or licensing information.

**Experience in Education Field:**

- Provide a detailed listing of experiences in the architectural industry in the field of education, to include types of construction and length of service relationships. Please emphasize any educational projects within 100 miles of Columbus, Mississippi so that sites can be visited. Experience with dealing with commercial buildings listed on the Historical Register as well as past experience with insurance/FEMA projects will also be considered.

**Insurance Coverages:**

- Confirm that insurance coverages listed in Exhibit "B" will be in place and active prior to initiation of all contracts
- Supply certificates of insurance as listed in Exhibit "B" of this RFP prior to signing contract.

**List of Completed Projects:**

- Projects completed within the last four (4) years to include length of time to complete project from beginning of design through final completion, dollar amount over/under budget, and number of change orders per construction contract. The firm is also welcome to submit additional commercial education building experience to show additional experience in this field but completion dates will need to be provided.



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**EXHIBIT "A" CONTINUED**

Interview:

- Interview may be scheduled within one to four weeks following receipt of proposals and prior to making recommendation to the Board of Trustees. Only the top proposals will advance to the interview stage.

References:

- Provide at least three references on educational facilities your firm currently services.
- Provide at least three references of other public facilities currently under your services.
- Provide at least three references of customers that have terminated services within the last two years.

Financial Information:

- Furnish copies of three (3) years of financial statements to include debt loads, bank references, and Dun and Bradstreet numbers.

Pricing/Billing:

- Provide percentages charged on sliding scale depending upon size of project or one firm percentage for all projects.
- No first payment will be made to architect until bid is awarded and contracts are signed.
- Provide pricing for services as architect of record during and after a natural disaster to include property damage assessments and any other professional or technical services that may be required.

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**EXHIBIT "B"**

**MINIMUM INSURANCE REQUIREMENT TO BE PROVIDED UPON INITIATION OF CONTRACT**

Architect shall purchase and maintain in force at all times during the full term of the contract, the following minimum insurance covering: Bodily injury and property damage liability insurance in at least the following types with the minimum identified.

Professional Liability - Professional liability insurance in an amount of \$1,000,000.00.

Commercial General Liability - Combined single limit in an amount of \$1,000,000.00 per occurrence with \$2,000,000.00 aggregate.

Commercial Automobile Liability, covering owned, non-owned, and hired automobiles/vehicles - Combined single limit in amount of \$1,000,000.00.

Workers' Compensation Limits - Statutory - State of Mississippi with a waiver of Subrogation. - Employer's Liability - \$100,000.00 each accident; \$500,000.00 disease Policy Limit; \$100,000.00 Disease each employee

**Architect will require all of the above coverages for all contractors who submit bids, with the exception of professional liability, and the following bonds of all contractors on construction projects prior to issuing a construction contract:**

Bonds Required of Contractors:

Fidelity bonds shall be secured on all of the Contractor's employees in amounts not less than \$5,000.00 per individual and \$25,000.00 per occurrence.

A performance bond shall be executed in the amount of the contract conditioned on the faithful performance of the work according to the plans, specifications, and contract documents.

A payment bond shall be executed in the amount of the contract conditioned on the faithful payment of the work according to the plans, specifications, and contract documents.

A bid bond shall be executed in the amount of five (5) percent of the amount bid. The principal will, within the time required, enter into a formal contract and give a good and sufficient bond to secure the performance of the terms and conditions of the contract. Otherwise, the Principal and Surety will pay unto the Obligee the difference in money between the amount of the bid of the said Principal and the amount for which the Obligee legally contracts with another party to perform work if the latter amount be in excess of the former, but in no event shall liability hereunder exceed the penal sum.

All insurance must be written by insurance companies that are rated in the A.M. Best Key Rating Guide-Property & Casualty, with a policy holder's rating of "A". The Columbus Municipal School District is to be named as additional insured in each policy and a waiver of subrogation shall be provided to the Owner. Architect shall provide notification, in writing, thirty (30) days prior to termination date.

[signature page to follow]

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I do certify that my firm and contractors will have the required minimum insurances and bonds in place and active prior to initiation of all contracts.

Signature \_\_\_\_\_  
(SIGN AND RETURN WITH PROPOSAL)

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**EXHIBIT "C"**

**OTHER REQUIREMENTS**

1. Only those employees of the Architects/Contractors who have successfully completed all background checks as required by state law, specifically the FBI fingerprint check and the Mississippi Child Abuse Registry check and drug tests as required by school board policy shall be allowed on the premises of Columbus Municipal School District.
2. Architects/Contractors must comply with the Mississippi Employment Protection Act. Architects/Contractors represent and warrant that they will ensure their compliance with the Mississippi Employment Protection Act (Senate Bill 2988 from the 2008 Regular Legislative Session) and will register and participate in the status verification system for all newly hired employees. The term "employee" as used herein means any person that is hired to perform work within the State of Mississippi. As used herein, "status verification system" means the Illegal Immigration Reform and Immigration Responsibility Act of 1996 that is operated by the United States Department of Homeland Security, also known as the E-Verify Program, or any other successor electronic verification system replacing the E-Verify Program. Architects/Contractors agree to maintain records of such compliance and, upon request of the owner, to provide a copy of each such verification to the owner. Architects/Contractors further represent and warrant that any person assigned to perform services hereunder meets the employment eligibility requirements of all immigration laws of the State of Mississippi. Architects/Contractors understand and agree that any breach of these warranties may subject Architects/Contractors to the following: (a) termination of this Agreement and ineligibility for any state or public contract in Mississippi for up to three (3) years, with notice of such cancellation/termination being made public, or (b) the loss of any license, permit, certification or other document granted to Contractor by an agency, department or governmental entity for the right to do business in Mississippi for up to one (1) year, or (c) BOTH. In the event of such termination/cancellation, Architects/Contractors would also be liable for any additional costs incurred by the owner due to contract cancellation or loss of license or permit.
3. The Architects/Contractors warrant that they have no "conflict of interest" in administering contracts. The Architects/Contractors represent as a part of this bid or proposal that such entity has not retained any person or agency on a percentage, commission, or other contingent arrangement to secure this contract.
4. The Architects/Contractors certify that neither they nor their principals: (a) are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any federal department or agency; (b) have, within a three (3) year period preceding this Agreement, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (federal, state or local) transaction or contract under a public transaction; violation of federal or state anti-trust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property; (c) are presently indicted or otherwise criminally or civilly charged by a governmental entity with the commission of fraud of a

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**EXHIBIT "C" CONTINUED**

criminal offence in connection with obtaining, attempting to obtain or performing a public (federal, state or local) transaction or contract under a public transaction; violation of federal or state anti-trust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property, and (d) have, within a three (3) year period preceding this Agreement, had one or more public transaction (federal, state or local) terminated for cause or default.

The Architects/Contractors certify that the prices submitted in response to the solicitation have been arrived at independently and without – for the purpose of restricting competition – any consultation, communication, or agreement with any other competitor relating to those prices, the intention to submit a bid or proposal or the methods or factors used to calculate the prices bid or proposed.

Authorized Signature: \_\_\_\_\_

Company Name: \_\_\_\_\_

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**EXHIBIT "D"**

**CRIMINAL BACKGROUND INVESTIGATION CERTIFICATION**

The undersigned does hereby certify to the Board of Trustees for the Columbus Municipal School District ("District") as follows:

That I am a representative of \_\_\_\_\_ ("Architect" or "Contractor"), currently under contract ("Contract") with the District; that I am familiar with the facts herein certified and am authorized and qualified to execute this certificate on behalf of Architect/Contractor.

Architect (Contractor) certifies that all of its employees, as well as, employees of subcontractors, who may come into contact with students during the term of the contract with the District have had a criminal background check completed, as well as, a child abuse registry check and none have been located on the child abuse registry nor have any employees been found guilty of any crime of violence, serious felony, or offense listed in the attached School Board Policy GCD.

A complete and accurate list of Architect's (Contractor's) employees and of all of its Subcontractors' employees who may come in contact with District pupils during the course and scope of the Contract is attached hereto.

Architect (Contractor) acknowledges that he has reviewed School Board Policy GCD of the Columbus Municipal School District.

Dated: \_\_\_\_\_

ARCHITECT (CONTRACTOR)

By: \_\_\_\_\_

Title: \_\_\_\_\_

SWORN TO AND SUBSCRIBED BEFORE ME this the \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Printed Name  
NOTARY PUBLIC

My Commission Expires:  
\_\_\_\_\_

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**EXHIBIT "E"**

**DRUG TEST CERTIFICATION**

The undersigned does hereby certify to the Board of Trustees for the Columbus Municipal School District ("District") as follows:

That I am a representative of \_\_\_\_\_ ("Architect" or "Contractor"), currently under contract ("Contract") with the District; that I am familiar with the facts herein certified and am authorized and qualified to execute this certificate on behalf of Architect (Contractor).

Architect (Contractor) certifies that all of its employees, as well as, employees of subcontractors, who may come into contact with students during the term of the contract with the District have all had drug tests as specified in School Board Policy GBRM-2. None of these employees are in violation of School Board Policy GBRL: Drug Free Schools and Workplace.

A complete and accurate list of Architect's (Contractor's) employees and of all of its Subcontractors' employees who may come in contact with District pupils during the course and scope of the Contract is attached hereto.

Architect (Contractor) acknowledges that he has reviewed School Board Policy GBRM-2 and GBRL of the Columbus Municipal School District.

Dated: \_\_\_\_\_

ARCHITECT (CONTRACTOR)

By: \_\_\_\_\_

Title: \_\_\_\_\_

SWORN TO AND SUBSCRIBED BEFORE ME this the \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Printed Name  
NOTARY PUBLIC

My Commission Expires:  
\_\_\_\_\_