



BACKGROUND

Hinds County Board of Supervisors recently purchased an approximately 22,854 sq. ft. commercial building on 1.26 acres of land in Jackson, Mississippi. The Board of Supervisors is seeking an architect(s) or firm to develop a detailed schematic diagram or design plan with a detailed scope of work and construction documents to convert the purchased building into administrative offices and storage.

SCOPE OF WORK

Consult with Board of Supervisors or its designee regarding project needs/goals (including an inventory of spaces).

Review information about space or site to assess its acceptability.

Ascertain any special issues that might affect development (asbestos, site development issues (zoning, environmental, grading/detention/water quality), soil characteristics (general), views, etc.)

May need Topographic and Tree Survey to adequately analyze the site.

Build a relationship of trust and knowledge with the Board of Supervisors or its designee.

Develop the scope of work to be performed.

Produce preliminary/schematic drawings that include Preliminary Floor Plan.

Upon completion of the above referenced services and after establishment of the scope of services needed to transform building into administrative facility, provide a stipulated sum (fixed fee) agreement for Comprehensive Services to include:

1. **Design and Documentation Services;** consists of further design development drawings and Construction Documents culminating in the following (as applicable to the project):
 - Architectural Drawings:
 - Architectural Cover Sheet (Project Data, Maps, Notes, etc.)
 - Architectural Site Plan and Details
 - Architectural Floor Plan (Dimensioned with notes, wall types, key notes, etc.)
 - Door Types, Door & Hardware Schedules, Interior Door and Window Details, etc.
 - Exterior Door and Window Details
 - Roof Plan and Details
 - Building Sections
 - Walls Sections
 - Building Elevations
 - Interior Elevations (Cabinet and Room)
 - Millwork Details

- Ceiling Plan and Details
- Equipment Plan and Notes
- Project Manual/Specifications Book

Civil Engineering Drawings (by Civil Engineer under separate contract); Topographic and Tree Survey, plus Geotechnical Testing (Soils) may need to be performed prior to commencement of work.

Structural Engineering Drawings

- Foundation Plan (with Details and Notes)
- Roof Plans Details and Special Conditions)

MEP Engineering Drawings (Mechanical, Electrical and Plumbing):

- Mechanical Plan (HVAC with Equipment Schedules and Details)
- Electrical Plans (Power, Lighting, Fiber Optic. Fixture Schedules and Details)
- Plumbing Plans (Wastewater, Venting, Water, Air, Vacuum and Medical Gases); with Plumbing Schedules and notes.

Interior Design Drawings (Furniture, Art and Accessories are NOT included):

- Floor Finish Plan and Finish Schedule
- Wall Finish Plan

2. Construction Administration Services:

- Bidding Coordination (issuance of Bid Sets, Addenda, etc.)
- Permitting Coordination (including Review for Accessibility Standards compliance)
- Execution of Construction Contract (with selected General Contractor)
- Initial Site Visit/Pre-Construction Conference followed by regular Site Visits based on completion of work to be observed
 - Processing of submittals, shop drawings, change orders, and fielding questions during Construction.
 - Monthly review of progress and processing of Payment Applications.
 - Inspection (at completion of work)
 - Final Punch list and Certificate of Substantial Completion at end of construction.

Project durations may vary, but generally free-standing buildings take six (6)+ months for Design and Documentation (including Permitting) and Construction takes approximately the same amount of time (six(6)+ months) for all phases.

MINORITY PARTICIPATION

Pursuant to a Resolution of the Board of Supervisors of Hinds County Establishing a Set Aside Policy for Purchase of Commodities Minority Business, as noted in Minute Book #0176 Page 747-748 on April 30, 1991; and as amended on October 7, 2013 and recorded in Minute Book #0435 Pages 524-525; the Hinds County Board of Supervisors established a set aside recommendation to provide equal opportunity and participation to all segments of the community, to achieve a goal of minority participation in all activities and projects constructed or sponsored by Hinds County. In furtherance of this; it is recommended that thirty percent (30%) minority/minority business participation is utilized with all services/commodities provided in connection with this activity/project.

To respond to this request for a licensed professional architect/firm, the candidate(s) must provide the following information by April 5, 2018.

Provide Contact Information.

Provide a Statement of Qualifications

Provide Proof of Professional Architectural Licensure in the State of Mississippi.

Provide a list of the same or similar professional electrical engineering services provided over the past ten (10) years to other local governments or companies.

Provide proof of insurance.

Provide at least three (3) written references.

Provide detailed statement of price and fees for job completion.

**Respond to: Hinds County Board of Supervisors
316 South President Street
Jackson, MS 39205
C/O Carmen Y. Davis, County Administrator**

**BILL TO:
Carmen Y. Davis
County Administrator
P.O. Box 686
Jackson, MS 39205-0686**

**COPY PROOF OF PUBLICATION TO:
LaVonne McGee, Director
Office of Human Capital Development
P.O. Box 686
Jackson, MS 39205-0686**

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