



**Golden Triangle**  
P.O. Box 100 | Mayhew, MS 39753  
662.243.1900

**STATE OF MISSISSIPPI**

**EAST MISSISSIPPI COMMUNITY COLLEGE**

**OFFICE OF OPERATIONS, FACILITY PLANNING AND PROJECT MANAGEMENT**

8731 South Frontage Road, Post Office Box 100

Mayhew, Mississippi 39753

Phone: 662-243-1975

## **REQUEST FOR QUALIFICATIONS**

### **FOR PROFESSIONAL SERVICES**

#### **1. GENERAL**

East Mississippi Community College (EMCC) will contract for Professional Architectural Services for the project designated as EMCC ATHLETIC FACILITY – NEW CONSTRUCTION as listed and described in this document. The form of contract for selected agreements will be a standard percentage contract, unless otherwise noted, and will be available upon request. Selected Professionals will be required to provide a copy of their Certificate of Insurance documenting Errors and Omissions Insurance (Professional Liability) and Workers Compensation Insurance, where applicable, prior to final execution of contract with EMCC.

#### **2. SELECTION PROCESS**

The proposed project will be funded with local funds; however, in the event state funds are added, EMCC intends to be prepared to transfer administration of the project to the Mississippi Department of Finance and Administration, Bureau of Building, Grounds and Real Property Management (BOB). Professional selection will be conducted in accordance with Bureau of Building Professional Selection Policy as identified in BOB Manual Section 400.6-B.

##### **Evaluation Criteria for Short-List Selection (100 Point Scale):**

- Past Performance – up to 10 points
- Site Presence – up to 10 points
- Project Team Qualifications – up to 50 points
- Relevant Experience – up to 20 points
- Fresh Perspective – up to 10 points

##### **Evaluation Criteria for Final Selection Following Interviews (100 Point Scale):**

- Project Vision – up to 20 points
- Relationship Management – up to 10 points
- Quality Control (Design Phase) – up to 20 points
- Quality Control (Construction Phase) – up to 20 points
- Budget Control – up to 10 points
- Schedule Control (Design Phase) – up to 10 points

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- Schedule Control (Construction Phase) – up to 10 points

Short-listed firms will be invited to participate in formal interviews prior to final selection.

### 3. SUBMISSIONS

Any firm desiring to provide services shall submit the following in hard copy and digital format to EMCC in DUPLICATE (2 hard copies and digital copies):

- Letter of Interest signed by authorized principal.
- Narratives demonstrating qualifications based on evaluation criteria.
- Completed and current Form M54 – Architect-Engineer Related Services Questionnaire.
- Completed and current Form M55 – Architect-Engineer Related Services for Specific Project.
- M55 Item 7 must identify key personnel for required assignments including Key Principal, Design Professional, Contract Drawings, Contract Specifications, Bidding Process and Construction Contract Preparation, and Construction Observation (minimum twice monthly).
- Qualifications package limited to 20 pages excluding required forms and appendices.

### 4. PROPRIETARY INFORMATION

Any pages containing trade secrets or confidential information must be clearly marked 'CONFIDENTIAL' in the upper right-hand corner. Failure to clearly identify will result in information being released subject to public records request.

### 5. DELIVERY

All submissions must be received by 4:00 p.m., Tuesday, April 7, 2026.

Address all submissions to:

Kyle Younger

East Mississippi Community College

1512 Kemper Street

Scooba, MS 39358

Email (digital copies): [kyounger@eastms.edu](mailto:kyounger@eastms.edu) & [dmordecai@eastms.edu](mailto:dmordecai@eastms.edu)

### 6. PROJECT

Title: EMCC Athletic Facility – New Construction

Location: Scooba Campus – 1512 Kemper Street, Scooba, Mississippi 39358

Project Budget: To Be Determined

Funding Source: Local Funds (State funds possible in future phase)

Professional Fee: C (Bureau Guide, if applicable)

Project Scope:

- Approximately 4,000 SF one-level weight room with restrooms (West End).
- Approximately 3,000 SF VIP/Team Room on lower level (East End).
- Approximately 3,000 SF Coaches' Offices on upper level (East End).
- Future Phase: Covered half-football field with turf surface and potential 2,000 SF training room addition.
- Prefabricated metal building with brick veneer and stained concrete flooring.
- Professional services to include planning, design, bidding, construction administration, and warranty phase services.

**CORRECTIONS/CLARIFICATIONS – 3/23/2026:**

Please note the following clarification:

- *In reference to 5. Delivery – disregard above information, and use information below:*

All hard copy submissions shall be delivered to:

EMCC Operations Center Office

P.O. Box 100

Mayhew, MS 39753

Attn: Kyle Younger

*In addition to hard copies, firms shall submit a digital copy via email to:*

[kyounger@eastms.edu](mailto:kyounger@eastms.edu) and [dmordecai@eastms.edu](mailto:dmordecai@eastms.edu)

Digital copies should be submitted via email (PDF format). Thumb drives are not required.

This clarification will apply to all respondents.