

MISSISSIPPI STATE UNIVERSITY
REQUEST FOR QUALIFICATIONS (RFQ)
PROFESSIONAL DESIGN SERVICES
FOR IHL# 213-146

Head Start Center

RFQ No. 21-43

The Mississippi State University desires qualifications from resident architectural / engineering firms with principals licensed in the State of Mississippi interested in and capable of providing documents for the project listed below:

IHL# 213-146
Head Start Center

Provide design, contract documents and construction administration for construction of a new Head Start facility located in Gulfport, MS. The scope of the project shall include the design and construction of a new Head Start facility. The new facility will include office, classroom and kitchen space. The project construction budget has been established at \$4,000,000. The professional's fee as defined by Mississippi State University's Standard Form of Agreement Between The Owner and The Professional, shall be a type C fee.

The Submission Process

This invitation is limited to resident firms within the State of Mississippi with at least one principal in the firm licensed in the State of Mississippi. If your firm wishes to be considered for the work, please submit a thumb drive of a proposal containing the following:

- 1) **Letter of Interest**, specifically including the following:
 - a) Name of principal to be in charge, project professional, project manager, consultants, and others as applicable to your firm's organization (resumes attached in appendix).
 - b) Name (resume attached in appendix) of the principal who is licensed in the State of Mississippi.
 - c) List the projects that your firm wishes to be considered for.
Names (resumes attached in appendix) of project team, including in-house specialists and external consultants as deemed necessary for a successful project.
 - d) A description of your procedures used to assure a successful professional-client relationship.

- e) Documentation of your record of design excellence. Photographs and other evidence may be placed in appendix.
- f) An explanation of your cost-control procedures including an evaluation of your record with change orders and closeness of bids to estimated costs.

2) **Forms M54 and M55:**

- a) Documentation of your experience with projects of this specific type. Photographs, references and other evidence may be placed in appendix.
- b) Documentation of your experience with similar university projects and projects involving the Board of Trustees of Institutions of Higher Learning. List a reference for each project who may be contacted.
- c) Documentation of design procedures and solutions.

The Selection Process

A selection committee, who will make a selection based on the qualifications of each firm that submits a proposal, will review all proposals received. The selection process timetable will proceed as follows:

Receive submissions no later than **Thursday June 3, 2021 at 2:00 p.m.**

Review of submissions completed by **Thursday, June 17, 2021** and announcement made of firms to be interviewed.

Interviews will be conducted at a location and date to be determined.

Submission Notice

Submissions **must be** received, at the address below, no later than **Thursday, June 3, 2021 at 2:00 pm**. Submissions received after this date and time will not be accepted.

Office of Procurement & Contracts
Attn: RFQ No. 21-43
610 McArthur Hall
245 Barr Avenue
Mississippi State, MS 39759

END OF NOTICE