

MISSISSIPPI STATE UNIVERSITY  
REQUEST FOR QUALIFICATIONS (RFQ)  
PROFESSIONAL DESIGN SERVICES  
FOR IHL #205-336

South Campus Mechanical Plant

RFQ No. 23-34

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 services as described below.

Provide programming documents through schematic documents for IHL #205-336 South Campus Mechanical Plant. The project's intent is to construct a new district energy plant to serve the southern core of campus with chilled water. The exact location of the plant is yet to be determined so the initial scope of the contract will involve site analyses of up to five proposed sites. Each site analysis shall take into consideration the proposed plant footprint and capacity, impacts to nearby facilities and infrastructure, access to the site, and the cost of connected utilities (piping, electrical, etc.) with a cost estimate for each site. The fee for the initial planning phase (site studies to schematic documents) shall not exceed \$200,000. After completion of the Schematic Documents phase of design, the professional's fee shall be "C" as per Mississippi State University's Standard Form of Agreement Between the Owner and the Professional. Note the \$200,000 fee for planning will be deducted from the total "C" fee as the project moves into Design Development.

**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) 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.

**Forms M54 and M55:**

- g) Documentation of your experience with projects of this specific type. Photographs, references and other evidence may be placed in appendix.
- h) 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.
- i) 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 **Tuesday, March 21,2023 at 2:00 p.m.**

Review of submissions completed as soon as possible, 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 **03/21/2023 at 2:00 p.m.** Submissions received after this date and time will not be accepted.

Office of Procurement & Contracts  
Attn: RFQ No. 23-34  
610 McArthur Hall  
245 Barr Avenue  
Mississippi State, MS 39759

END OF NOTICE