

MISSISSIPPI STATE UNIVERSITY
REQUEST FOR QUALIFICATIONS (RFQ)
PROFESSIONAL DESIGN SERVICES
FOR IHL #205-345

Campus Services Storage Facility

RFQ No. 23-52

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 #205-345 Campus Services Storage Facility. The project's intent is to construct an enclosed and air conditioned warehouse type storage facility to support operations at Mississippi State University. The proposed project site is approximately 65,000 square feet and just south of the campus power plant on RL Jones Circle. The fee for the initial planning phase (programming to schematic documents) shall not exceed \$100,000. After completion of the Schematic Documents phase of design, the professional's fee shall be based on Project Classification Type "B" as per Mississippi State University's Standard Form of Agreement Between the Owner and the Professional. Note the \$100,000 fee for planning will be deducted from the total type "B" 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 **05/09/23 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 **05/09/2023 at 2:00 p.m.**

Submissions received after this date and time will not be accepted.

Office of Procurement & Contracts
Attn: RFQ No. 23-52
610 McArthur Hall
245 Barr Avenue
Mississippi State, MS 39759

END OF NOTICE