

**Mississippi State University  
Request for Proposals (RFP) 23-89  
Construction Management Adviser Services  
South Campus Mechanical Plant  
IHL Project #205-336**

ISSUE DATE: June 29, 2023

ISSUING AGENCY: Office of Procurement and Contracts

Mississippi State University  
610 McArthur Hall  
245 Barr Avenue  
Mississippi State, MS 39762

Sealed Proposals, subject to the conditions made a part hereof, will be received **July 27, 2023, at 2:00 PM in the MSU Office of Procurement and Contracts, same address above**, for furnishing services and potentially, optional services as described herein.

**IMPORTANT NOTE:** Indicate firm name, and RFP number on the front of each sealed proposal envelope or package.

All inquiries concerning this RFP should be directed to:

Jennifer Mayfield  
Office of Procurement and Contracts, (Same address above)  
[jmayfield@procurement.msstate.edu](mailto:jmayfield@procurement.msstate.edu)  
662-325-2550

Any addendum associated with this RFP will be posted at <http://www.procurement.msstate.edu/procurement/bids/index.php> located under RFP 23-89. It is the respondent's responsibility to assure that all addenda have been reviewed and if applicable, signed and returned.

## **1. PURPOSE**

Mississippi State University (MSU) desires to contract with a reputable and responsible Construction Management firm, licensed in the State of Mississippi, capable of providing Construction Management Adviser (CMA) services, on a full-time basis, for IHL 205-336 South Campus Mechanical Plant. The selected CMA shall enhance the project team and assist the design professional in the structuring of the schematic design documents, design development documents, the contract documents, and the bidding process. The CMA shall provide pre-construction and construction services. During the construction phase the CMA shall coordinate and manage multiple prime contractors performing the Work at the same time.

## **2. PROJECT DESCRIPTION**

The new campus mechanical plant will be located in the southern core of the main campus either between Dorman Hall and the J. Charles Lee Agricultural and Biological Engineering Building or at the northwestern corner of Bully Blvd and Stone Blvd. The new facility will connect to the existing chilled water loop to support existing and planned facilities. It will include offices for staff and include space for future chillers and boilers. Lastly, since the facility will be in the core of campus it will have to be aesthetically pleasing and follow MSU's "Bulldog Architecture" guidelines.

MSU may elect to procure long lead time equipment (transformers, electrical switchgear, chillers, etc) directly from manufacturers. If the Owner elects to procure equipment direct from manufacturers then the CMA shall assist and coordinate these efforts on behalf of MSU.

### Projected Schedule:

- Pre-Construction Phase: September 2023 to March 2024
  - Anticipate DDs October 2023
  - Anticipate CDs March 2024
- Bidding & Procurement: March 2024 to May 2024
- Construction Phase: June 2024 to January 2026
- Closeout Phase: January 2026 – March 2026

Eley Guild Hardy has been selected as the Design Professional for the project. The anticipated total project budget is \$25,000,000 to \$30,000,000. Once the total project budget is established it will be submitted to the IHL Board of Trustees for approval.

## **3. GENERAL OVERVIEW OF REQUIRED SERVICES**

The selected firm's Basic Services will generally consist of those described in Sections 3.2 and 3.3 of AIA C132-2019 and include usual and customary construction program

evaluation, budget development, constructability review, project phasing, coordination and scheduling, cost estimating, and allocation of construction activities among the multiple prime contractors.

The resulting contract(s) for the selected firm's services shall consist of two (2) phases as generally outlined in the Standard AIA C132-2019:

Phase 1 – Preconstruction Phase

Phase 2 – Construction Phase Administration of the Construction Contract

MSU intends to utilize the Standard AIA C132-2019, with supplemental and additional terms and conditions.

#### **4. GENERAL INFORMATION AND REQUIREMENTS**

**MSU's Reservation of Rights** – MSU reserves the right to divide the project into multiple parts. Additionally, MSU reserves the right to reject any and all proposals received. MSU makes no representations, written or oral, that it will enter into any form of agreement with any respondent to the RFP for any project and no such representation is intended to be construed by the issuance of this RFP.

**No Reimbursement for Costs** – The respondent acknowledges and accepts that any costs incurred from the respondent's participation in the RFP shall be at the sole risk and responsibility of the respondent.

**CMA Limitations** – This invitation is limited to firms licensed to do business within the State of Mississippi. Aside from, and in addition to, any other limitations, the selected CMA will be limited to providing services to the Owner. The CMA, or any companies affiliated with the CMA, may not perform any of the Work in the construction process on this project.

#### **5. INFORMATIONAL MEETING**

An informational meeting will be held on **Friday, July 14, 2023, at 10:00 a.m. CST** at the Gast Building, 145 Twelve Lane, Mississippi State, MS 3976

#### **6. INQUIRIES ABOUT RFP**

Prospective respondents may make written inquiries concerning this request for proposal to obtain clarification of requirements. **Questions should be submitted either via a Word document or plainly typed in the email itself.** Responses to these inquiries may be made by addendum to the Request for Proposal (RFP). Please send your inquiries to Jennifer Mayfield via electronic mail at [jmayfield@procurement.msstate.edu](mailto:jmayfield@procurement.msstate.edu).

All inquiries should be marked “URGENT INQUIRY. MSU RFP 23-89”

## **7. ADMINISTRATIVE INFORMATION**

### **a) Issuing Office**

This RFP is issued by the following office:

Office of Procurement and Contracts  
Mississippi State University  
245 Barr Avenue, 610 McArthur Hall  
Mississippi State, MS 39762

### **b) Schedule of Critical Dates**

The following dates are for planning purposes only unless otherwise stated in this RFP progress towards their completion is at the sole discretion of the university.

<b>RFP Posted</b>	<b>June 29, 2023</b>
<b>Questions from Vendors Due</b>	<b>July 11, 2023</b>
<b>Informational Meeting</b>	<b>July 14, 2023</b>
<b>MSU Q&amp;A Response Due</b>	<b>July 18, 2023</b>
<b>Proposal Submission Deadline – 2:00 p.m.</b>	<b>July 27, 2023</b>
<b>Shortlist (Estimated)</b>	<b>August 1, 2023</b>
<b>Interviews (Estimated)</b>	<b>August 10, 2023</b>
<b>Final Ranking (Estimated)</b>	<b>August 11, 2023</b>
<b>Notice of Award</b>	<b>August 14, 2023</b>
<b>Contract Effective Date (Estimated)</b>	<b>September 21, 2023</b>

## **8. PROPOSAL CONTENTS**

### **Qualification Proposal**

At a minimum, the following items should be included in the contents of the Qualifications Proposal:

- A. Letter of Interest. This letter should include an overview of the services being offered. The letter should also include a statement of exception to any of the terms and conditions outlined in this RFP.
- B. Corporate Structure, History, and Key Personnel
- 1) Corporate structure
  - 2) Provide a brief history of the respondent in narrative form.
  - 3) Provide an organizational chart of the respondent.
  - 4) Provide sample insurance certificates.
  - 5) List key personnel proposed for this project and provide resumes for each including:
    - Project executive to be in charge.
    - Project manager(s)- preconstruction services
    - Project manager(s)- construction services
    - Lead Superintendent
    - Key Personnel
    - Consultants
  - 6) Provide a brief management plan in narrative form for this Project. Include an organizational chart that illustrates this plan.
  - 7) Has the respondent ever failed to complete or been terminated on a contract? If so, provide details and circumstances.
  - 8) Provide a summary that describes current or pending lawsuits against the respondent or its parent company.
- C. A description of procedures used to assure a successful owner-architect-construction manager relationship. This should include pre-construction services, design-assist and through completion of construction services.
- D. Documentation of the respondent's record of similar projects. Photographs and other evidence may be included as supporting material. For each project provide the following:
- i) Name and location of project
  - ii) End user point of contact and phone number
  - iii) Budgeted and actual project dollar amounts (submit explanation if amounts differ)
  - iv) Planned and actual start and completion dates (submit explanation if dates differ).
  - v) Number of prime contractor trade packages
- E. Describe your project estimating system for developing the estimated cost and how you will monitor and track these costs during the Project along with an explanation of your cost control procedures that will be applied to this project.
- F. Describe how you will develop, maintain and update the schedule during design and construction, including tools that will be utilized. Include examples of records, reports, monitoring systems, and information management systems the respondent will use on this Project. Include information concerning your Critical Path Method (CPM)

scheduling of a project.

- G. Describe the respondent's quality control procedures.
- H. Describe the respondent's procedures for management of warranties and guarantees including year-end warranties.
- I. Describe critical issues which the respondent foresees for this project in both Pre-Construction and Construction phases.
- J. Ability to handle construction safety risks.
- K. Any references the respondent wishes to provide.
- L. Additional information can be included in the proposal, as determined by the firm to be instrumental to the statement of qualifications.

### **Cost Proposal**

At a minimum, the following items should be included in the contents of the Cost Proposal:

- Fee for pre-construction services. Estimates will be required for Design Development Documents and Construction Documents.
- Fee for construction services (either percent fee based on the cost of the work or lump sum).
  - Weekly rates for proposed management personnel during the construction phase to manage multiple prime contractors. Rates shall include Superintendent(s) and Project Manager(s). Rates shall be inclusive of all labor fringes and applicable markups.

MSU reserves the right, at any time during the selection process, to request additional information from any individual familiar with the organization, its employees, their work, or projects.

## **9. DISCUSSIONS/EVALUATION CRITERIA/AWARD PROCESS**

MSU reserves the right to conduct discussions with any or all respondents, or to make an award of a contract without such discussions based only on evaluation of the written proposals. MSU reserves the right to contact and interview anyone connected with any past or present projects with which the respondent has been associated. MSU likewise reserves the right to designate a review committee to evaluate the proposals according to the criteria set forth under this section. MSU reserves the right to award a contract in whole or in part depending on what is in the best interest of MSU with MSU being the sole judge thereof.

The initiate evaluation of respondents will be based on the following criteria:

- Ability of professional personnel.
- Past record and experience.
- Past performance information.
- Willingness and ability to meet time requirements/scheduling challenges.
- Workload of the firm.
- Location of the firm.
- Other information requested in response to the RFP; and
- References.

Final evaluation and ranking of shortlisted firms will be based on the following criteria:

- Ability & expertise to perform pre-construction services (25%)
- Ability & expertise to perform construction services (25%)
- References & experiences with similar projects (25%)
- Cost Proposal (25%)

MSU reserves the right to invite Best and Final Offers (BAFO) of any or all shortlisted firm. Following evaluation and ranking of shortlisted firms, MSU will work to finalize contract terms and conditions with the top-ranked firm. If terms and conditions cannot be established with the top-ranked firm, MSU reserves the right to initiate engagement with the second-ranked firm, and so forth, until acceptable contract terms and conditions have been established with one of the shortlisted firms.

## **10. TWO-STEP PROCESS**

The selection will be a two-step RFP process. The first step will include evaluation of respondent's qualifications. MSU will then shortlist based on Qualification Proposals. The second step will consist of MSU considering the Cost Proposals of the shortlisted firms in addition to qualifications. During the second step, MSU may invite the shortlisted firms to interview or make a presentation. Failure to attend a requested interview or presentation may result in a proposal not being considered.

Interested firms should submit a separate Qualifications Proposal and Cost Proposal in separate sealed envelopes. Indicate firm name, RFP 23-89 and word "Qualifications Proposal" on the front of the sealed qualifications proposal envelope or package. Indicate the firm name, RFP 23-89 and the word "Cost Proposal" on the front of the sealed proposal envelope or package.

## **11. PROPOSAL SUBMISSION**

Proposals shall be submitted in two packages (envelopes or boxes). Please make sure that the RFP number is clearly visible on the outside of the package.

**Technical Proposal** – One (1) original, a thumb drive, and six (6) hard copies of the complete technical proposal should be sealed in a package with "Technical Proposal" in the lower left-

hand corner. Each submitted package should be a complete copy. The original shall be marked on the first page “Original.”

**Cost Proposal** – One (1) original, a thumb drive, and six (6) hard copies of the complete cost proposal should be sealed in a package with “Cost Proposal” in the lower left-hand corner. Each submitted package should be a complete copy. The original shall be marked on the first page “Original”.

Proposals must include the signature page included as Appendix A to this RFP and contain the signature of an authorized representative of the respondent’s organization. The signature on the “Original” signature page should be in blue ink.

The proposal package must be received on or before **July 27, 2023, at 2:00 p.m.** It is the responsibility of the respondent to ensure that the proposal package arrives in the Procurement and Contracts office on-time. The proposal package should be delivered or sent by mail to:

**Office of Procurement and Contracts  
Mississippi State University  
610 McArthur Hall  
245 Barr Avenue  
Mississippi State, MS 39762**

MSU reserves the right to reject any and all proposals and to waive informalities and minor irregularities in proposals received and to accept any portion of a proposal or all items bid if deemed in the best interest of the University to do so.

Proposals received after the stated due date and time will be returned unopened. Submission via facsimile or other electronic means will not be accepted.

## **12. RFP CANCELLATION**

This RFP in no manner obligates MSU to the eventual purchase of any services described, implied or which may be proposed until confirmed by a written contract. Progress towards this end is solely at the discretion of MSU and may be terminated without penalty or obligations at any time prior to the signing of a contract. MSU reserves the right to cancel this RFP at any time, for any reason, and to reject any or all proposals or any parts thereof.



**APPENDIX A: SIGNATURE PAGE**

Provide information requested, affix signature and return this page with your proposal:

Name of Firm: \_\_\_\_\_

Complete Address: \_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_