

**MISSISSIPPI STATE UNIVERSITY  
REQUEST FOR QUALIFICATIONS (RFQ)  
PROFESSIONAL DESIGN SERVICES  
FOR IHL# 205-364  
McCool Hall Renovation & Addition**

**RFQ No. 25-64**

Mississippi State University desires qualifications from architectural and engineering firms with principals licensed in the State of Mississippi interested in and capable of providing services as described below.

**IHL #205-364  
McCool Hall Renovation & Addition**

Provide full design services through construction administration for Project *IHL #205-364 McCool Hall Renovation & Addition*. McCool Hall is the home of MSU's College of Business and was erected in 1974. In 2007, an addition and major renovations were completed that included the Leo W. Seal Family Business Complex that increased the facilities total square footage to 159,000.

The selected firm will provide programming documents through Schematic Design documents ("Initial Planning Phase") for a not to exceed fee of \$225,000. The initial planning phase will also include a conditions and space assessment of the existing facility prior to beginning design on the renovations and addition.

If MSU elects to move forward with the project after completion of the Initial Planning Phase of design, the selected firm's compensation will be based on Project Classification Type "C+" per Mississippi State University's Standard Form of Agreement.

**The Submission Process**

This invitation is limited to firms 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.

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 will review all proposals received and select based on qualifications. The selection process timetable will proceed as follows:

- 1) Receive submissions no later than **06/25/25 at 2:00 p.m.**
- 2) Review of submissions completed as soon as possible, and announcement made of firms to be interviewed.
- 3) An informational meeting will be held for short-listed firms.
- 4) Round table 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 **06/25/25 at 2:00 p.m.** Submissions received after this date and time will not be accepted.

Office of Procurement & Contracts  
Attn: **RFQ No. 25-64**  
610 McArthur Hall  
245 Barr Avenue  
Mississippi State, MS 39759

END OF NOTICE