

MISSISSIPPI STATE UNIVERSITY  
REQUEST FOR QUALIFICATIONS (RFQ)  
PROFESSIONAL DESIGN SERVICES  
FOR IHL# 205-362  
Riley Campus Mixed-Use Building

RFQ No. 25-75

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 #205-362**  
**Riley Campus Mixed-Use Building**

Provide full design services through construction administration for Project *IHL #205-362 Riley Campus Mixed Use Building*. The project site will be directly across 23<sup>rd</sup> Ave from Mississippi State University's Riley Campus in downtown Meridian, MS and will involve construction of a new multi-story mixed-use building that could include commercial space, student housing, and educational space along with renovation and connection to adjacent existing facilities. The professional's fee shall be Type "C" as per Mississippi State University's Standard Form of Agreement Between the Owner and the Professional.

**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 07/16/25 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 **07/16/25 at 2:00 p.m.** Submissions received after this date and time will not be accepted.

Office of Procurement & Contracts  
Attn: RFQ No. 25-75  
610 McArthur Hall  
245 Barr Avenue  
Mississippi State, MS 39759

END OF NOTICE