

MISSISSIPPI STATE UNIVERSITY  
REQUEST FOR QUALIFICATIONS (RFQ)  
PROFESSIONAL DESIGN SERVICES FOR

Project #205-360  
Leo Seal Jr. Football Complex Additions and Renovations  
RFQ No. 24-74

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.

The Leo Seal Jr. Complex Building opened in 2013 and is the home of Mississippi State's Football Program. Currently the Leo Seal Jr. Football Complex is an all-encompassing football training and office facility spanning with over 80,000 square feet. This project is to include but is not limited to building additions to house a new indoor practice facility with ancillary spaces, potential improvements to the practice fields, upgrade and renovations to players' areas and coaches' areas. This includes the hydrotherapy areas, weightroom upgrades, additional offices, nutrition areas, athletic training rooms, locker rooms renovations, etc. to create state of the art football training and office facility. MSU anticipates this being a multi-phased project over multiple years.

Initially, the selected firm will provide programming documents through Schematic Design documents for a not to exceed fee of \$250,000. If MSU elects to move forward with the project after completion of the Schematic Design Phase of design, the selected firm's compensation will be based on Project Classification Type "B" for the indoor practice facility portion of the project, and a Type "C+" for all other portions of the work including the interior renovations, per Mississippi State University's Standard Form of Agreement Between the Owner and the Professional. The fee for the Initial Planning Phase will be deducted from the total fee calculation.

**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 (do not submit hard copies) 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 will review qualifications based on submissions and short-list firms for interviews that will be conducted at a later date.

**Submission Notice**

Submissions **must be** received, at the address below, no later than **August 20, 2024, at 2:00 p.m.** Submissions received after this date and time will not be accepted. Submissions are to be digital only via a thumb drive – do not submit hard copies.

Office of Procurement & Contracts  
Attn: RFQ No. 24-74  
610 McArthur Hall  
245 Barr Avenue  
Mississippi State, MS 39759

END OF NOTICE