

**MISSISSIPPI STATE UNIVERSITY  
RESEARCH & TECHNOLOGY CORPORATION  
REQUEST FOR QUALIFICATIONS  
PROFESSIONAL DESIGN SERVICES  
BUILDING RENOVATION  
RFQ. No. 01-25**

Mississippi State University Research & Technology Corporation desires qualifications from resident architectural and engineering firms with principals licensed in the State of Mississippi interested in and capable of providing design, contract documents, and construction administration for the project listed below:

**Building Renovations**

Provide architectural design for partial renovations. The design work will primarily be for redesigning the interior space of two floors within a three-story building. This project is partially funded by the Appalachian Regional Commission

**The Submission Process**

This invitation is limited to resident architectural and engineering 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 and three (3) 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. List the project that your firm wishes to be considered for.
  - D. Names (resumes attached in appendix) of project team, including in-house specialists and external consultants as deemed necessary for a successful project.
  - E. A description of your procedures used to assure a successful professional-client relationship.
  - F. Documentation of your record of design excellence. Photographs and other evidence may be placed in appendix.
  - G. 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**

All proposals received will be reviewed by a selection committee, who will make a selection based on the following qualifications:

Qualifications (40 points), Experience (40 points) and Capacity for Performance (20 points). To be evaluated properly, the following must be addressed in detail:

- Qualifications – List of qualifications of persons to be assigned to project;
- Experience – Information regarding the firm’s experience and the projects previously undertaken, including the type and amount of grants awarded, the projects activities, and the status of the projects;
- Capacity for Performance – Identify the number and title of staff assigned to provide services.

The selection process timetable will proceed as follows:

1. Receive submissions no later than **2:00 P.M., January 6, 2025.**
2. Review of submissions completed by **January 15, 2025.**

**Submission Notice**

Submissions **must be** received, at the address below, no later than Monday, January 6, 2025, at 2:00 pm. Submissions received after this date and time will not be accepted.

Mississippi State University Research & Technology Corporation  
100 Research Blvd., Suite 105  
Starkville, MS 39759  
662-325-9575

Mississippi State University Research & Technology Corporation does not discriminate on the basis of race, color, ethnicity, sex, religion, national origin, disability, age, sexual orientation, genetic information, pregnancy, gender identity, status as a U.S. veteran, and/or any other status protected by applicable law.

END OF NOTICE