



**THIS IS NOT  
AN ORDER**

**REQUEST FOR BIDS/PROPOSALS COVERSHEET**  
**THE UNIVERSITY OF SOUTHERN MISSISSIPPI**  
**Procurement and Contract Services**  
**118 College Drive #5003, Hattiesburg, Mississippi 39406-0001**

**Date:** September 15, 2022

**RFQ No. 24-03**

THE UNIVERSITY OF SOUTHERN MISSISSIPPI is considering the purchase of the following item(s). We ask that you submit your bid and retain one copy for your files. Right is reserved to accept or reject any part of your bid. Your quotation will be given consideration if received in Bond Hall, Room 214 on or before:

3:30 p.m. CST

October 13, 2022

**Buyer:** Deidre Edwards

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

Company: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

TERMS - Bidder should state terms of sale. Our terms are 2% ten days, net 45 days.

These terms will apply per Mississippi law.

AWARDING CONTRACT - Cash terms will not be used as a basis for awarding contracts; however, the University will accept cash discounts when earned.

**NOTE: If you cannot quote on the exact material shown, please indicate any exception giving brand name and complete specifications of any alternate. If additional space is required, use a separate sheet or letter of transmittal.**

ITEM	QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL NET PRICE
		<p><b>RFQ 23-04 Gulf Park Language and Speech Therapy Center - Architectural and Engineering Services</b></p> <p>PROPOSAL MUST BE RETURNED TO THE UNIVERSITY IN ACCORDANCE WITH THE SPECIFICATIONS. RFP NUMBER AND DATE OF BID OPENING MUST BE SHOWN ON THE OUTSIDE OF THE ENVELOPE IF USING THAT METHOD.</p>		

We quote you as above-F.O.B. The University of Southern Mississippi. Shipment can be made in \_\_\_\_\_ days from receipt of order. DATE \_\_\_\_\_ TERMS \_\_\_\_\_

Return quotation to Procurement Services at above address.

**Signature Required** \_\_\_\_\_

***The University of Southern Mississippi***  
Request for Qualifications (RFQ)  
for  
Architectural and Engineering Services  
RFQ 23-04

**GENERAL**

Mississippi-licensed architects and engineers are invited to provide written statements of qualifications of their professional services for a project at The University of Southern Mississippi, Gulf Park campus, located in Long Beach, MS. The project is titled “Gulf Park Language and Speech Therapy Center”. Following selection of a design team, the successful candidates will complete programming, schematic design, design development, construction documents, specifications, cost estimate, and provide management and support from bid advertising through project completion.

The Gulf Park Language and Speech Therapy Center project has not been programmed; however, a broad description of the project could potentially include the following:

- Demolition of existing structures or sections of structures;
- Programming and design of new structures and building, not to exceed 25,000 GSF;
- Design complementary of existing campus architecture precedents;
- Coordination of design and implementation of Structural, Mechanical, Electrical, Plumbing and Communications / Data / Security systems as required;
- Connection into existing University infrastructure;
- Design of buildings/facilities/spaces that are appropriate for K-12 education and language and speech therapy;
- Design of playgrounds and outdoor educational/language and speech therapy spaces for children up to 13 years old;
- Compliance with ADA regulations and all other applicable building and fire code requirements, and elevations as necessitated by the design solution;
- Overall site design to potentially include parking lot and/or landscaping work; and,
- Coordination with the Mississippi Institutions for Higher Learning (IHL) and their associated processes.

**ADDITIONAL INFORMATION**

**RFQ PROTOCOLS:**

This is a Request for Qualifications based on standard M54 and M55 forms. Firms demonstrating a strong background in The University of Southern Mississippi construction projects, especially K-12, child development centers, and language and speech therapy facility projects, are specifically encouraged to apply.

Required submission information:

Applicants should submit:

- Letter of Interest: The letter should profile the entire team indicating the lead firm

and the email address and contact information of the letter signatory. The lead firm should be an architect or engineer licensed in Mississippi.

- Design Experience: Experience should include design projects similar in size and scope (past 10 years) and demonstrate the firm's ability to manage the project through all phases. Examples should include:
  - Designs for new construction valued between \$2 million and \$15 million;
  - Designs in gulf coast environments;
  - Designs for K-12 educational building new construction;
  - Children's center design, including playgrounds;
  - Include any design experience with facilities that provide language and speech therapy services, including observation spaces, parent/guardian meeting rooms, classrooms and indoor and outdoor non-classroom educational/therapy spaces;
  - Schedule and budget management in projects provided as examples;
  - Previous work that includes personnel available for this project; and
  - References with contact information specific to the relevant project designs.
- Principal Team Members: Include resumes for team members expected to participate in project.
- Consultants:
  - Include a list of inside engineering or design professionals that may be used for this project that would preclude the use of outside consultants including the expected extent of their involvement.
  - Include a list of outside consultants that may be used for this project including the expected extent of their involvement.
- Joint ventures of professionals are acceptable.

Interested parties are requested to register their intent to submit qualifications on the USM Procurement website under 'Vendor Information' in the 'Bids' link where this announcement is posted. Part of the initial Pre-Planning/Schematic Design Phase work will include Programming. In an effort to minimize the potential for appearances of preferential treatment, special consideration, political advantage, or other improprieties, applicants are specifically prohibited from contacting University faculty, staff, administrators, executives, or any personnel other than those designated herein.

The University will utilize the State Bureau of Buildings standard contractual agreement with fees pre-determined based on the nature of the project and its respective scope and complexity. Submittals shall include a minimum of 8 copies of completed RFQ materials.

**RELEASE DATE:** This RFQ will be released Thursday, September, 15, 2022.

**DUE DATE:** Hard copies of qualifications materials must be received by postal or expedited service or by hand delivery prior to 3:30 P.M.CT on Thursday, October 13, 2022. All submissions will be date stamped upon arrival.

**SUBMITTALS:** All qualifications materials should be submitted as follows. If you are hand delivering your response, you need to carry the bid package to:

The University of Southern Mississippi, Gulf Park campus  
Physical Plant, Bldg. 997  
730 East Beach Blvd.  
Long Beach, Mississippi 39560

If you are mailing your response package via U.S. Postal Service, mail to:

The University of Southern Mississippi  
Gulf Park Physical Plant  
Attn: Lucas Applewhite  
730 East Beach Blvd.  
Long Beach, Mississippi 39560

If you are express mailing your response package via Federal Express or UPS, or any other delivery service which requires the use of a physical address, deliver to:

The University of Southern Mississippi  
Gulf Park Campus Receiving Department  
Attn: Lucas Applewhite  
730 East Beach Blvd.  
Long Beach, Mississippi 39560

**Include on the outside of your package the RFQ information and due date: RFQ 23-04 – Gulf Park Language and Speech Therapy Center - Due Date: Thursday October 13, 2022.**

**SELECTION:** The Selection Committee will consist of at least five (5) voting administrative, staff and/or faculty members. The Selection Committee will initially compile a short list of potential Interviewees. Short list selections will be made on the basis of the initial submissions. Short list candidates will be notified prior to November 1, 2022. Short list interviews could potentially occur as early as November 30, 2022. Interviews will consist of the Architect's presentation of qualifications to the Selection Committee.

**CRITERIA:** Applicants will be selected for interviews based on a standard score sheet (Attachment A). Firms selected for interviews will also be ranked using this same standard score sheet.

**STANDARD AGREEMENT FORM:** Professionals will note that the University's Standard Agreement Form will be utilized for these projects.

**A/E FEES:** The Gulf Park Language and Speech Therapy Center project complexity is anticipated to be consistent with a C fee category.