

**THE UNIVERSITY OF SOUTHERN MISSISSIPPI
REQUEST FOR QUALIFICATIONS
PROFESSIONAL SERVICES
USM RFQ No. 24-09**

**Comprehensive Master Plan for the University of Southern Mississippi Hattiesburg and
Gulf Park Campus**

The University of Southern Mississippi desires qualifications from architectural, landscape architectural and engineering firms with principals licensed in the State of Mississippi interested in and capable of providing master planning services for the project listed below:

Comprehensive Masterplan for the University of Southern Mississippi Campuses

The physical scope of the master planning effort will include location of proposed and existing facilities, GIS mapping, visioning workshops to define goals, objectives and principals, land disposition and use, open space analysis, engagement with student, faculty, and staff along with community stakeholders as needed, departmental space utilization and adjacency analysis, identifying major facility needs, verify vehicular and pedestrian circulation planning, sustainable design requirements, infrastructure reviews for arc flash protection, surge protection, and natural gas systems, and requirements for infrastructure to support proposed and existing facilities located on the campuses of The University of Southern Mississippi (USM). The main Hattiesburg campus of USM consists of roughly 641 acres with academic, research and auxiliary facilities. The USM Gulf Park campus in Long Beach, Mississippi, has approximately 52 acres of academic and research facilities. Additional work may be considered at satellite sites of USM.

Other current facility condition assessments, pedestrian/bike master plan work, infrastructure analysis, and auxiliary program master plan work done by other consultants previously will be integrated into this master plan. The outcome will be a total Comprehensive Master Plan for the entire academic system including both the Hattiesburg and Gulf Park USM campuses for the next ten years.

The project will be funded through university resources.

The Submission Process

This invitation is limited to architectural, landscape architectural, and engineering firms with at least one principal respectively in each firm licensed in the State of Mississippi. If your firm wishes to be considered for the work, please submit (6) hard copies of your proposal containing the following:

1. **Letter of Interest**, specifically including the following:
 - A. Name (resume attached in appendix) of the principal of each firm who is licensed in the State of Mississippi.
 - B. Names (resumes attached in appendix) of project team, including in-house specialists and external consultants as deemed necessary for a successful project.
 - C. If it is multiple firms teaming together, please describe your successful experience working together.

- D. A description of the procedures used to ensure a successful architect-client relationship.
- E. Documentation of your record of design excellence. Photographs and other evidence may be placed in the appendix.
- F. Your approach to the master planning process.
- G. Design teams with which you have demonstrated success for specific master plans.
- H. Specific work experience addressing utilities infrastructure master planning.
- I. An explanation of your cost-control procedures.

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 the appendix.
- B. Documentation of your experience with similar university projects and projects involving the State of Mississippi Board of Trustees of the Institutions of Higher Learning (IHL). List contact information for the reference for each project who may be contacted by USM.
- C. Documentation of design procedures and solutions.

The Selection Process

It is the intent of The University of Southern Mississippi to review each Proposal of Qualifications and select from the proposals received those firms that will receive an invitation to submit Design Services Proposals. Those firms receiving an invitation to submit Design Services Proposals will receive A Request for Proposal Document explaining the requirement for the Design Services Proposals. The selected firms will be invited to make a formal presentation to The University of Southern Mississippi, from which a firm will be selected. The selection process will proceed as follows:

- 1. Receive Proposal of Qualifications no later than **2:00 P.M., October 12, 2023**.
- 2. Review of Proposal of Qualifications completed by **October 20, 2023**, and announcement made of firms invited to submit Design Services Proposals.
- 3. Request for Proposal Document will be sent to invited firms within one week of notification of their selection.
- 4. Interviews will be scheduled during **November 1st, 2nd, or 3rd, 2023**.
- 5. Following interviews, the University will make the final selection of the firm and will issue a letter to each firm announcing the selection of the successful firm. The final award shall be contingent upon the successful negotiation and approval of the contract.
- 4. Recommendations will be made to the University immediately following completion of the negotiation and review of the contract.

Submission Notice

Submissions **must be** received, at the address below no later than **2:00 P.M., October 12, 2023**. Submissions received after this date and time will not be accepted.

University of Southern Mississippi Physical Plant
Attn: Brian Hauff – RFQ 24-09
118 College Drive #5058
The University of Southern Mississippi,
Hattiesburg, MS 39406-0001

END OF NOTICE