The University of Southern Mississippi
Procurement and Contract Services
118 College Drive #5003, Hattiesburg, Mississippi 39406-0001

Date: October 18, 2018

RFQ No. 19-14

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: 4:00 p.m. CST

November 8, 2018

Buyer: Deidre Edwards

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.

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<th>ITEM</th>
<th>QUANTITY</th>
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<tr>
<td>DESCRIPTION</td>
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<td>RFQ 19-14 Invertebrate Growout II Renovation</td>
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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 19-14  

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 Coast Research Laboratory, Cedar Point campus, located in Ocean Springs, MS. The project is titled “Invertebrate Growout II Renovation.” 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 Invertebrate Growout II Renovation project has not been programmed; however, a broad description of the project could potentially include the following:  
- Demolition of sections of existing structures;  
- Programming and design of new structures and building, not to exceed 20,000 S.F.;  
- 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 recirculating aquaculture systems for broodstock conditioning, spawning, incubation and larval rearing of molluscan shellfish;  
- Design of microalgal culture systems to include clean room, stock culture room, analytical lab, preparatory room, scale-up room, and production room to accommodate photo-bioreactor and bag culture systems; algae system design must include microalgae mass culture systems, specifically photo-bioreactors which require both medium sterilization and harvesting systems;  
- 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 University research projects, especially aquaculture-based research 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 renovation valued between $2 million and $8 million;
  - Water management and recirculating aquaculture systems design using seawater;
  - Laboratory construction;
  - Include microalgal mass culture systems design with medium sterilization system components, such as ultrafiltration systems, and harvesting systems with dewatering and separation capabilities;
  - 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 outside consultants that may be expected to participate in this project including the expected extent of their involvement.

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, October, 18, 2018.

**DUE DATE:** Hard copies of qualifications materials must be received by postal or expedited service or by hand delivery prior to 4:00 P.M.CT on Thursday, November 8, 2018. 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  
Procurement Services
Bond Hall, Room 214
Hattiesburg, Mississippi 39406

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

The University of Southern Mississippi
Procurement Services
118 College Drive #5003
Hattiesburg, MS 39406-0001

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
Receiving Department
2609 West 4th Street
Hattiesburg, MS 39401

Include on the outside of your package the RFQ number and due date, i.e., “RFQ 19-14 Due Date: 11/8/2018”

If anyone prefers to submit their response electronically, please follow the instructions below using the following website:
https://www.ms.gov/dfa/contract_bid_search/Home/Sell. If you are not already registered in this system, potential bidders will first need to click on “Supplier Registration” and follow the steps outlined (a one-time process). Once registered, return to the original website and click on “Procurement Opportunities” where you can either search by keyword for the bid you desire to respond to or leave the search box blank and click “Search” for a listing of all current bids and proposals for the various State of Mississippi offices. Note: While this option is available, it is not required and we ask that all potential respondents keep in mind that with any electronic system there could be delays or glitches with the submission process; therefore the University highly encourages traditional sealed bids which are either mailed or submitted in person.

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 15, 2018. Short list interviews could potentially occur as early as November 29, 2018. 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 Invertebrate Growout II Renovation project complexity is anticipated to be consistent with a D fee category.
**CRITERIA** | **MAXIMUM POINTS**
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Past Performance: Firm has previous work history with the Bureau, IHL or University and has successfully produced a quality product. | 10
Site Presence: Firm’s proximity to the project and/or track record of maintaining a site presence during previous projects. | 10
Project Team: General qualifications of the Prime Professional and their Consulting firms as well as specific abilities of identified team members. | 40
Relevant Experience: Experience of project team with similar type, scale, and/or complexity of subject project, with an emphasis on aquaculture system design and engineering. | 20
Compatibility of the Firm: Expected ability of the Professional and their Consulting firms to work proactively, collaboratively and cooperatively throughout the project. | 10
Fresh Perspective: Project Team has no previous experience with the Bureau, IHL or University but has demonstrated a creative perspective, originality in thought and/or ideas, or unique previous projects. | 10

**TOTAL** | **100**

**RANK** |  |  |  |  |  |  |  |  |  |