

**MISSISSIPPI STATE UNIVERSITY
RESEARCH & TECHNOLOGY CORPORATION
REQUEST FOR QUALIFICATIONS
PROFESSIONAL DESIGN SERVICES
ELECTRON-MICROSCOPY AND MICRO-ANALYTICAL BUILDING
RFQ. No. 04-18**

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:

Electron-Microscopy and Micro-Analytical Building

Provide architectural design, contract documents and construction administration for a building to house electron-microscopy and micro-analysis equipment and instruments that will be located in the Thad Cochran Research, Technology & Economic Development Park located at Mississippi State University. This building must incorporate sustainable design requirements in keeping with the American College & President's Climate Commitment. The building shall consist of approximately 11,000 sf with special considerations to address strategies for mitigating VLF vibration, electro-magnetic fields (minimal ferrous materials) noise and RF interference. Additional concerns are related to HVAC control and pressure differentials. The total budget for this project will be \$3,630,000.00 and is partially funded by the Economic Development Administration/United States Department of Commerce.

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 qualifications of each firm that submits a proposal. The selection process timetable will proceed as follows:

1. Receive submissions no later than **2:00 P.M., May 16, 2018.**
2. Review of submissions completed by **June 1, 2018**, and announcement made of firms to be interviewed.
3. Interviews will be conducted at a location and date to be determined.

Submission Notice

Submissions **must be** received, at the address below, no later than Wednesday, May 16, 2018, 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

The Mississippi Institutions of Higher Learning Board of Trustees recognizes the importance for campus environments to promote diversity and ensure that all aspects of institutional practice affirm our commitment to access and success, with particular attention to heightening participation and achievement of underrepresented individuals, as defined by each institution and approved by the IHL Board. To that end, the Board adopts the following goals for higher education in Mississippi: 1. To increase the enrollment and graduation rate of underrepresented students at our institutions; 2. To increase the employment of underrepresented individuals in administrative, faculty and staff positions; 3. To enhance the overall educational experience through infusion of curricular content and co-curricular programming that enhances multicultural awareness and understanding; and 4. To increase the use of underrepresented professionals, contractors, and other vendors. The Board recognizes that the full and meaningful implementation of this statement and these goals requires that a high priority be assigned to this

endeavor; therefore, the Board will require that the performance evaluation of all institutional executive officers and the Commissioner include diversity outcomes as among the most significant elements.

END OF NOTICE