



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

Date: August 5, 2024

RFQ No. 25-03

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:

2:00 p.m. CST

August 27, 2024

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.

Buyer: Deidre Edwards

ITEM QUANTITY

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DESCRIPTION

RFQ 25-03

**Construction Management Adviser Services
Reed Green Coliseum Renovation**

7. ADMINISTRATIVE INFORMATION

a) Issuing Office

This RFQ is issued by the following office:

Office of Procurement and Contract Services
The University of Southern Mississippi
118 College Drive #5

8. PROPOSAL CONTENTS

Qualification Proposal

At a minimum, the following items should be included in the contents of the Qualification Proposal:

- A. Letter of Interest. This letter should include an overview of the services being offered. The letter should also include a statement of exception to any of the terms and conditions outlined in this RFP.
- B. Corporate Structure, History, and Key Personnel
 - 1) Corporate structure
 - 2) Provide a brief history of the respondent in narrative form.
 - 3) Provide an organizational chart of the respondent.
 - 4) Provide sample insurance certificates.
 - 5) List key personnel proposed for this project and provide resumes for each including:
 - Project executive to be in charge
 - Project manager(s)- preconstruction services
 - Project manager(s)- construction services
 - Lead Superintendent
 - Key Personnel
 - Consultants
 - 6) Provide a brief management plan in narrative form for this Project. Include an organizational chart that illustrates this plan.
 - 7) Has the respondent ever failed to complete or been terminated on a contract? If so, provide details and circumstances.
 - 8) Provide a summary that describes current or pending lawsuits against the respondent or its parent company.
- C. A description of procedures used to assure a successful owner-architect-construction manager relationship. This should include pre-construction services, design-assist, and thorough completion of construction services.
- D. evidence may be included as supporting material. For each project provide the following:
 - i) Name and location of project
 - ii)

with which the respondent has been associated. USM likewise reserves the right to designate a review committee to evaluate the proposals according to the criteria set forth under this section. USM reserves the right to award a contract in whole or in part depending on what is in the best interest of USM with USM being the sole judge thereof.

The initiate evaluation of respondents will be based on the following criteria:

- Ability of professional personnel;
- Past record and experience;
- Past performance information;
- Willingness and ability to meet time requirements/scheduling challenges;

12. RFQ CANCELLATION

This RFQ in no manner obligates USM to the eventual purchase of any services described, implied or which may be proposed until confirmed by a written contract. Progress towards this end is solely at the discretion of USM and may be terminated without penalty or obligations at any time prior to the signing of a contract. USM reserves the right to cancel this RFQ at any time, for any reason, and to reject any or all proposals or any parts thereof.

APPENDIX A: SIGNATURE PAGE

Provide information requested, affix signature and return this page with your proposal:

Name of Firm: _____

Complete Address: _____

Telephone Number: _____

E-mail Address: _____

Authorized Signature: _____

Printed Name: _____

Title: _____