



**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: 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

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.

ITEM	QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL NET PRICE
		<p>RFQ 25-03</p> <p>Construction Management Adviser Services</p> <p>Reed Green Coliseum Renovation</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 _____

**University of Southern Mississippi
Request for Qualifications (RFQ) 25-03
Construction Management Adviser Services
Reed Green Coliseum Renovation
IHL Project #208-301**

ISSUE DATE: August 5, 2024

ISSUING AGENCY: Office of Procurement and Contract Services

The University of Southern Mississippi
118 College Drive #5003 | Hattiesburg, MS 39406

Sealed Proposals, subject to the conditions made a part hereof, will be received **Tuesday, August 27th, 2024, at 2:00 PM in the USM Office of Procurement and Contract Services, same address above**, for furnishing services and potentially, optional services as described herein.

IMPORTANT NOTE: Indicate firm name, and RFQ number on the front of each sealed proposal envelope or package.

All inquiries concerning this RFQ should be submitted in writing to:

Deidre Edwards
Buyer, Procurement & Contract Services, (Same address above)
Deidre.Edwards@usm.edu

Any addendum associated with this RFQ will be posted at <https://www.usm.edu/procurement-contract-services/current-bids-and-sole-source-notices.php> located under RFQ 25-03

It is the respondent's responsibility to assure that all addenda have been reviewed and if applicable, signed and returned.

1. PURPOSE

The University of Southern Mississippi (USM) desires to contract with a reputable and responsible Construction Management firm, licensed in the State of Mississippi, capable of providing Construction Management Adviser (CMA) services, on a full-time basis, for IHL 208-301 Reed Green Coliseum Renovation. The selected CMA shall enhance the project team and assist the design professional in the structuring of the schematic design documents, design development documents, the contract documents, and the bidding process. The CMA shall provide pre-construction and construction services. During the construction phase the CMA shall coordinate and manage multiple prime contractors performing the Work at the same time.

2. PROJECT DESCRIPTION

Reed Green Coliseum was built in 1964 to serve as a multipurpose building and an athletic venue. Currently, the athletic department is the main tenant of the building. Men's and Women's basketball have their offices in the building. The facility needs renovations to become a 21st century sports event complex. Below are the program requirements:

Building Additions (approximately 33,000 square feet)

- New Coliseum North Entrance, with ticketing facilities (approximately 10,000 square feet).
- New South Training Facility and practice court with storage, dressing and toilet facilities (approximately 20,000 square feet).
- New Men's / Women & Family Restrooms (approximately 2,400 square feet).
- Loading Dock Expansion (to accommodate 2 to 3 semi-trucks).

Arena Improvements

- Expanded Concourse with ADA Seating options and Mini Suites (additional 225 seats).
- Expanded Seating at reconfigured D-Zone Areas at floor level (approximately 5,500 square feet).
- Replacement of existing Bench and Chairback seating (approximately 6,000 seats).
- Riser & Handrail Restoration with other Accessibility Improvements.
- New/Renovated Concessions (approximately 3,000 square feet).
- New Scoreboards, LED Ribbons and Sound System.
- Renovated Press / Camera areas.
- New Wayfinding Signage / Graphics.

Facility Improvements

- Renovated / Expanded Audio-Visual Control & Broadcast Room & Infrastructure.
- Renovated Interview room, press lounge & food services.
- Renovated loading area & access to the floor (including accessibility options).

- Improved Storage facilities at floor level.
- New Freight Elevator.
- Major Upgrades to Mechanical, Plumbing and Electrical Systems.
- Relocation of Underground Utility infrastructure for Training Facility location).

Site Improvements

- New 4th Street Entrance Plaza.
- New southern entry plaza (for the training facility).
- New exterior / site lighting.

USM may elect to procure long lead time equipment (transformers, electrical switchgear, chillers, etc.) directly from manufacturers. If the Owner elects to procure equipment direct from manufacturers, then the CMA shall assist and coordinate these efforts on behalf of USM.

Projected Schedule:

- Pre-Construction Phase: April 2024 to March 2025
 - Anticipate DDs: August 2024 to November 2024
 - Anticipate CDs: November 2024 to March 2025
- Bidding & Procurement: March 2025 to May 2025
- Construction Phase: May 2025 to April 2027
- Closeout Phase: April 2027 to July 2027

Wier Boerner Allin Architecture, PLLC has been selected as the Design Professional for the project. The anticipated total project budget is \$30,000,000 to \$35,000,000. Once the total project budget is established it will be submitted to the IHL Board of Trustees for approval.

3. GENERAL OVERVIEW OF REQUIRED SERVICES

The selected firm’s Basic Services will generally consist of those described in Sections 3.2 and 3.3 of AIA C132-2019 and include usual and customary construction program evaluation, budget development, constructability review, project phasing, coordination and scheduling, cost estimating, and allocation of construction activities among the multiple prime contractors.

The resulting contract(s) for the selected firm’s services shall consist of two (2) phases as generally outlined in the Standard AIA C132-2019:

Phase 1 – Preconstruction Phase

Phase 2 – Construction Phase Administration of the Construction Contract

USM intends to utilize the Standard AIA C132-2019, with supplemental and additional terms and conditions.

4. GENERAL INFORMATION AND REQUIREMENTS

USM’s Reservation of Rights – USM reserves the right to divide the project into multiple parts. Additionally, USM reserves the right to reject any and all proposals received. USM makes no representations, written or oral, that it will enter into any form of agreement with any respondent to the RFQ for any project and no such representation is intended to be construed by the issuance of this RFQ.

No Reimbursement for Costs – The respondent acknowledges and accepts that any costs incurred from the respondent’s participation in the RFQ shall be at the sole risk and responsibility of the respondent.

CMA Limitations – This invitation is limited to firms licensed to do business within the State of Mississippi. Aside from, and in addition to, any other limitations, the selected CMA will be limited to providing services to the Owner. The CMA, or any companies affiliated with the CMA, may not perform any of the Work in the construction process on this project.

5. INFORMATIONAL MEETING

An informational meeting will be held on **Thursday, August 15, 2024, at 10:00 a.m.** CDT at the Henderson Physical Plant Building, 3105 West 4th Street, Hattiesburg, MS 39406. University Parking permits are required for all attendees. Information about the permits and a link to purchase them are available at:

<https://www.usm.edu/parking-transit-services/visitor-information.php>

6. INQUIRIES ABOUT RFQ

Prospective respondents may make written inquiries concerning this request for proposal to obtain clarification of requirements. **Questions should be submitted either via a Word document or plainly typed in the email itself.** Responses to these inquiries may be made by addendum to the Request for Qualifications (RFQ), or sent directly to the submitter. Please send your inquiries to Brian Hauff via electronic mail at Deidre.Edwards@usm.edu.

All inquiries should be marked "URGENT INQUIRY. USM RFQ 25-03"

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 #5003 | Hattiesburg, MS 39406

b) Schedule of Critical Dates

The following dates are for planning purposes only unless otherwise stated in this RFQ progress towards their completion is at the sole discretion of the university.

RFQ Posted	August 5, 2024
Informational Meeting	August 15, 2024
Questions from Vendors Due	August 16, 2024
USM Q&A Response Due	August 20, 2024
Proposal Submission Deadline – 2:00 p.m.	August 27, 2024
Shortlist (Estimated)	August 29, 2024
Interviews (Estimated)	September 3, 2024
Final Ranking (Estimated)	September 5, 2024
Notice of Award (Estimated)	September 9, 2024
Contract Effective Date (after IHL Board Approval Estimated)	October 21, 2024

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. Documentation of the respondent's record of similar projects. Photographs and other evidence may be included as supporting material. For each project provide the following:
 - i) Name and location of project
 - ii) End user point of contact and phone number
 - iii) Budgeted and actual project dollar amounts (submit explanation if amounts differ)
 - iv) Planned and actual start and completion dates (submit explanation if dates differ).
 - v) Number of prime contractor trade packages
- E. Describe your project estimating system for developing the estimated cost and how you will monitor and track these costs during the Project along with an explanation of your

cost control procedures that will be applied to this project.

- F. Describe how you will develop, maintain and update the schedule during design and construction, including tools that will be utilized. Include examples of records, reports, monitoring systems, and information management systems the respondent will use on this Project. Include information concerning your Critical Path Method (CPM) scheduling of a project.
- G. Describe the respondent's quality control procedures.
- H. Describe the respondent's procedures for management of warranties and guarantees including year-end warranties.
- I. Describe critical issues which the respondent foresees for this project in both Pre-Construction and Construction phases.
- J. Ability to handle construction safety risks.
- K. Any references the respondent wishes to provide.
- L. Additional information can be included in the proposal, as determined by the firm to be instrumental to the statement of qualifications.

Cost Proposal

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

- Fee for pre-construction services. Estimates will be required for Design Development Documents and Construction Documents.
- Fee for construction services (either percent fee based on the cost of the work or lump sum).
 - Weekly rates for proposed management personnel during the construction phase to manage multiple prime contractors. Rates shall include Superintendent(s) and Project Manager(s). Rates shall be includes of all labor fringes and applicable markups.

USM reserves the right, at any time during the selection process, to request additional information from any individual familiar with the organization, its employees, their work, or projects.

9. DISCUSSIONS / EVALUATION CRITERIA / AWARD PROCESS

USM reserves the right to conduct discussions with any or all respondents, or to make an award of a contract without such discussions based only on evaluation of the written proposals. USM reserves the right to contact and interview anyone connected with any past or present projects

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;
- Workload of the firm;
- Location of the firm;
- Other information requested in response to the RFP; and
- References.

Final evaluation and ranking of shortlisted firms will be based on the following criteria:

- Ability & expertise to perform pre-construction services (25%)
- Ability & expertise to perform construction services (25%)
- References & experiences with similar projects (25%)
- Cost Proposal (25%)

USM reserves the right to invite Best and Final Offers (BAFO) of any or all shortlisted firm(s). Following evaluation and ranking of shortlisted firms, USM will work to finalize contract terms and conditions with the top-ranked firm. If terms and conditions cannot be established with the top-ranked firm, USM reserves the right to initiate engagement with the second-ranked firm, and so forth, until acceptable contract terms and conditions have been established with one of the shortlisted firms.

10. TWO-STEP PROCESS

The selection will be a two-step RFQ process. The first step will include evaluation of respondent's qualifications. USM will then shortlist based on Qualification Proposals. The second step will consist of USM considering the Cost Proposals of the shortlisted firms in addition to qualifications. During the second step, USM may invite the shortlisted firms to interview or make a presentation. Failure to attend a requested interview or presentation may result in a proposal not being considered.

Interested firms should submit a separate Qualifications Proposal and Cost Proposal in separate sealed envelopes. Indicate firm name, RFQ 25-03 and word "Qualifications Proposal" on the

front of the sealed qualifications proposal envelope or package. Indicate the firm name, RFQ 25-03 and the word “Cost Proposal” on the front of the sealed cost proposal envelope or package.

11. PROPOSAL SUBMISSION

Proposals shall be submitted in two packages (envelopes or boxes). Please make sure that the RFQ number is clearly visible on the outside of the package.

Qualification Proposal – One (1) original, a thumb drive, and six (6) hard copies of the complete qualification proposal should be sealed in a package with “Qualification Proposal” in the lower left-hand corner. Each submitted package should be a complete copy. The original shall be marked on the first page “Original”

Cost Proposal – One (1) original, a thumb drive, and six (6) hard copies of the complete cost proposal should be sealed in a package with “Cost Proposal” in the lower left-hand corner. Each submitted package should be a complete copy. The original shall be marked on the first page “Original”.

Proposals must include the signature page included as Appendix A to this RFQ and contain the signature of an authorized representative of the respondent’s organization. **The signature on the “Original” signature page should be in blue ink.**

The proposal package must be received on or before **August 27, 2024, at 2:00 p.m.** It is the responsibility of the respondent to ensure that the proposal package arrives in the Procurement and Contracts office on-time. The proposal package should be delivered or sent by mail to:

**Office of Procurement and Contract Services
The University of Southern Mississippi
118 College Drive #5003 | Hattiesburg, MS 39406**

USM reserves the right to reject any and all proposals and to waive informalities and minor irregularities in proposals received and to accept any portion of a proposal or all items bid if deemed in the best interest of the University to do so.

Proposals received after the stated due date and time will be returned unopened. Submission via facsimile or other electronic means will not be accepted.

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: _____