

**Alcorn State University
Lorman, Mississippi
RFQ # 5494**

Request for Letters of Qualifications

Alcorn State University Athletic Master Plan

Alcorn State University requests that sealed qualification documents be submitted for the Alcorn State University Athletic Master Plan to Mertha George, Purchasing Agent, 1000 ASU Drive #509, Walter Washington Administration & Classroom Building Office #409 (Fourth Floor) Lorman, MS 39096 by 2:00 p.m. (CST) on December 20, 2021 to receive consideration. Sealed documents must be marked on the outside of the envelope as follows:

Alcorn State University Athletics Master Plan

Qualifications and supporting information will be received by the University from firms interested in providing Athletic Master Plan Services and Marketing Materials to assist in fundraising for the projects.

The selected firm will work with representatives of the University's Department of Athletics along with collaboration of Facilities Planning to assist in programming, code compliance, projected construction costs, appropriate locations and timing of the projects. The selected firm must have an established record of expertise in university-based athletics facility master planning, building design, construction administration, demonstrated record of construction cost control, and production of marketing materials to assist with fundraising.

Interested firms may suggest other sub-consultants with a record of similar experience; however, the intended contract will be a single contract for the complete scope of services between the University and the selected firm.

Submittals should include, in addition to the letter of interest, two printed copies of supporting documentation that the firm determines best exhibits its expertise and experience paying specific attention to the areas requested herein.

The supporting information should not exceed Thirty (30) pages per copy. This limit includes materials contained in the Appendix section but does not include page dividers. The supporting information must illustrate appropriate, similar experience of the firm and sub-consultants, if proposed, and shall identify the actual team proposed for the project. Electronic copies or flash drives will not be accepted.

Final applications, including the letters of interest and supporting information, must be received no later than the previously stated time. Firms selected for final interviews will be notified by email. Following interviews, the University will then recommend appointment of the best qualified firm.

Please direct questions to:

Dr. Jeff Posey, Special Assistant to the Senior VP for Finance, Administrative Services, & Operations/CFO

mjposey@alcorn.edu

All documents should be submitted to:

Mertha George
Purchasing Agent
1000 ASU Drive #509
Lorman, MS 39096

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