The University of Mississippi

University, Mississippi

RFQ # 739

UM #23-106

Request for Qualifications

The University of Mississippi requests that sealed qualification documents be submitted for the **University Real Property, Building, and Space Management Information Planning Project** to the Office of the Director of Procurement, Procurement Services Building, 164 Jeanette Phillips Drive, P. O. Box 1848, University, MS 38677 by **1:00 p.m. (CT)** on **October 12, 2023,** to receive consideration. Documents demonstrating qualifications will be received by the University from design and professional firms interested in providing design services for this project. Sealed documents must be marked on the outside of the envelope as follows:

**RFQ # 739**

**University Real Property, Building, and Space Management Information Planning Project**

**1:00 p.m. (CT)**

The University of Mississippi Facilities Management and Facilities Planning Departments intend to begin a project to develop a comprehensive inventory of real property assets (land, buildings, and space) for the University’s main campus locations in and around Oxford, Mississippi.

The selected professional will work with representatives of the University including the Departments of Facilities Management and Facilities Planning, and others as may be determined. The selected firm must have an established record of expertise in identifying and documenting campus real property, building, and space information. Interested firms may suggest other sub-consultants with a record of similar experience; however, the intended contract will be a single contract for complete professional services between the University and the selected professional firm. Consideration of demonstrated expertise in this area may be used by the committee in the selection process.

The submittal should include, in addition to the letter of interest, two copies of the following:

1. A brochure illustrating appropriate, similar experience of the firm and subconsultants, if proposed;
2. Completed SF 330 or an equivalent Government form or an equivalent format;
3. Appropriate support material.

Either the SF 330 currently in use by the Federal Government, or Form M54 and M55 as required by the State of Mississippi may be used for this submittal. Final applications, including the letters of interest, the two standard forms, and the brochures, must be received no later than 1:00 p.m. local time on October 12, 2023. Firms selected for final interviews will be notified no later than 5:00 pm on October 27, 2023. The University will then interview the selected firms and recommend appointment of the best qualified firm to the Board of Trustees of the State Institutions of Higher Learning.

A virtual meeting will be held on September 27, 2023 at 10:00 a.m. (CT) for Professionals that would like to discuss the project prior to the submission date. Requests for meeting link can be obtained by emailing Polly Schmidt, University Space Management Analyst, at [pschmidt@olemiss.edu](mailto:pschmidt@olemiss.edu).

Please direct questions to:

Department of Facilities Planning

700 Hathorn Road

The University of Mississippi

University, MS 38677

c/o Chad M. Hunter

All documents should be submitted to:

Rachel Bost

Director of Purchasing

164 Jeanette Phillips Drive

University, MS 38677

Publication dates: September 6, 2023

September 13, 2023