

Request for Qualifications (RFQ)

On-Call Architectural Services

Introduction:

Missouri State University is seeking qualifications from qualified architectural firms to provide On-Call professional services. This RFQ aims to identify firms capable of delivering high-quality design solutions for various small projects across Missouri State University campuses.

Selection Process:

Qualifications will be evaluated based on specialized experience, technical competence of key personnel, capacity and capability of firm to approach on-call services, past record of performance with respect to control of costs, quality of work and ability to meet schedules, and the firm's proximity to and familiarity with Missouri State University campuses. Shortlisted firms may be invited for interviews or additional discussions prior to final selection.

Submission Requirements:

Interested firms should submit the following documents in an easily accessible manner:

1. **Company Profile:** Please include a letter of introduction signed by a principal or officer of the firm along with a corresponding email address. This email address will be used for all communication related to shortlisting, interviews, and selection. Provide an overview of your firm, including years of experience, size, organizational structure, and key personnel, along with evidence of professional licenses and certifications.
2. **Project Experience:** A list of relevant projects completed in the past five years. Highlight projects completed for educational institutions, including project descriptions, client references, and outcomes achieved.
3. **Qualifications:** Detail the qualifications of key personnel, including professional licenses, certifications, and relevant training.
4. **Approach:** Describe your approach to providing On-Call architectural services, including responsiveness, communication protocols, and project management methodologies.
5. **Current Contracts:** List of projects currently under contract with state agencies or educational facilities.

Anticipated Schedule:

- **RFQ Release Date:** September 2, 2025
- **Deadline for Questions:** September 16, 2025
- **Response to Questions:** September 23, 2025
- **Submission Deadline:** September 30, 2025
- **Evaluation of Qualifications:** October 2025
- **Interviews of Shortlisted Firms (if applicable):** November 2025
- **Final Selection Notification:** December 2, 2025
- **Contract Start Date:** January 1, 2026

Contract Details:

- The contract term will be one year, with the option for two subsequent renewals.
- The cumulative total of individual projects may not exceed **\$249,000.00** annually.
- The length of an annual Agreement shall be suspended at reaching an awarded value of **\$249,000.00**.
- All services shall be performed on an as-needed, if-needed, basis as requested by the Owner to the sole satisfaction of the Owner.
- The Owner does not guarantee any specific usage of the professional services.
- This is not to be construed as an exclusive arrangement and firms must agree that the Owner may secure identical and/or similar services from other sources at any time in conjunction with or in replacement of professional services.

- Missouri State University contract terms will be based on Owner's standard Agreements. **It is highly recommended that you confer with your contract personnel, prior to submitting your qualifications, to determine acceptability of all University contract terms. By submitting qualifications you hereby agree to all MSU terms and conditions. No modification to the contract language will be considered.**

The Agreements are available for review on our website at:

<https://design.missouristate.edu/ConsultantResources/Consulting-Agreements.htm>

- MSU General Conditions shall be incorporated into this Agreement and each project under this Agreement shall be bound by the terms and conditions listed unless specifically modified. MSU General Conditions are available for review on our website at:
<https://design.missouristate.edu/Files/ConsultantResources/GeneralConditions.pdf>

On-Call Work Requests:

- Under this Agreement, the Owner, through Planning, Design and Construction will formally request subsequent action that is project specific based on Owners need.
- Several projects may be requested by the Owner simultaneously. Nothing in this Agreement shall be construed as limiting to a one-project-at-a-time schedule.
- Within seven (7) calendar days of written notification by Planning, Design and Construction of a potential project, the On-Call firm shall review the scope of work requested and visit the job site as necessary to provide a complete cost proposal.
- The On-Call firm shall provide a written cost proposal that includes the scope of work requested, a list of all billing hours and rates necessary to complete the project and an hourly not-to-exceed total cost.
- The hourly not-to-exceed total cost shall remain valid for sixty (60) days from the date noted on the proposal or the date it is received by the Owner, whichever is later.

Cost Proposals:

The Owner recognizes that proposals require time and effort to prepare and this must be considered reimbursable should a proposed project not be carried out. Therefore, the Owner shall pay for the cost of preparing a proposal at a rate of \$500.00 for each project not awarded within sixty (60) days from the On-Call firm's written proposal. Should the Owner award the project within the sixty days, the On-Call firm agrees and understands that the costs to prepare proposals will be not be paid out but will be considered part of the not-to-exceed cost of the project.

Changes in Scope of Work:

The On-Call firm shall agree and understand that the Owner may make changes in the scope of a project prior to and during work on the project. When the Owner notifies the On-Call firm of such changes, the On-Call firm must respond to the change in scope in writing. This written response shall state what changes, if any, are involved and identify if any cost modifications are applicable. Prior to making any changes, the On-Call firm shall receive written approval from the Owner. No additional charges or expenses will be paid to the On-Call firm without prior written authorization from the Owner. All approved modifications will be considered Additional Services and incorporated into the Agreement.

Questions:

For any questions regarding this RFQ, please contact EmilyMcGee@MissouriState.edu. All questions must be received by **5:00 p.m. (CST) Tuesday, September 16, 2025**.

Submission Deadline:

The deadline for submission is **5:00 p.m. (CST) Tuesday, September 30, 2025**.

Submission Instructions:

Please send your qualifications electronically to DesignandConstruction@missouristate.edu. No hard copies are necessary.

Conclusion:

We look forward to your submission and the opportunity to collaborate on enhancing our campus facilities.

Sincerely,

A handwritten signature in black ink, appearing to read 'MSW', is positioned above the printed name and title.

Mark S. Wheeler, AIA, LEED AP
University Architect & Director of Planning, Design and Construction

End of RFQ