



Midwestern State University Request for Qualifications

RFQ# 735-18-4289

Request for Qualifications – Test & Balance Services HEALTH SCIENCE & HUMAN SERVICES BUILDING PROJECT

General:

Midwestern State University (MSU) solicits responses to the Request of Qualifications (RFQ) for firms interested in providing test and balance services for MSU's new health science and human services (HS+HS) building.

Project Background

MSU is located in Wichita Falls, Texas and occupies approximately 179 acres in the heart of the city. The main campus is 100 acres with an additional 79 acres located south of Midwestern Parkway. MSU's current student headcount is ~6,100 with an on-campus student resident population of approximately 1,300 students.

A new HS+HS building (88,782 GSF, Cost Construction Limit of \$34.3 MM) is being constructed in the northwest area of the main campus north of Midwestern Parkway. Foundation work began in mid-December and Substantial Completion is not expected until May 15, 2019. Test and balance of the utility systems will need to be completed during the later stages of construction (February-May, 2019?).

Project Objectives

Generation of a report document per specification 230593.

Scope of Services

See specification 230593 for scope requirements.

Respondent Submission:

Midwestern State University will not be responsible for any expenses relating to response development, documentation, or interview/presentation that may result from this solicitation. Failure to provide the following information shall result in the disqualification of your response.

- The respondent shall submit an electronic response with the maximum length no more than 25 pages.
- Response information submitted shall correspond to the sections listed below and shall be in the following order:
 1. Company name, address, phone number, legal status (corporation, partnership, etc.)
 2. Name, phone number and email address of person Midwestern State University should contact with any questions.
 3. Name and title of person submitting solicitation.
 4. Documentation of vendor history, including capabilities in the area of services to be provided, size and scope of operation. This shall include similar experience, including scope of work that demonstrates an expertise in providing the required services, and number of years in business.
 5. Company licenses required by the State of Texas.
- The respondent shall provide at least three references of comparable projects which preferably have been constructed within the last 5-7 years; the more recent, the better.
- **The respondent shall include only profiles of the staff assigned to this project, and preferably with project experience from the three references noted in the previous bullet. Expected percent of time committed to this project shall be included for each staff member identified in the profiles.**
- Ensure the proposal is signed by the owner, principal partner, or chief executive officer.

Selection Procedure:

Following receipt and evaluation of responses to the RFQ, a firm or firms will be selected for further consideration. Responses to the RFQ will be evaluated by an appointed committee based on technical qualifications and the firm's ability to provide the services. Firms may be requested to make presentations if deemed necessary. Negotiations will begin with the firm determined to be most qualified for the project.

Proposal Evaluation

The following criteria will be used to evaluate all submissions. Proposals must be organized and tabbed in accordance with the below evaluation criteria:

No.	Criteria	Weight
1	Successful completion of recent (<5-7 yrs.) projects with similar complexity and function.	25%
2	Profiles of the principals' and staffs' <u>directly assigned to this project</u> identifying their professional and technical competence and experience as it relates to projects of similar complexity and function.	40%
3	Past performance in terms of quality work and compliance with performance schedules.	10%
4	Prior favorable service to Texas higher education projects.	15%
5	Evidence that the firm is currently licensed/registered to provide services in the State of Texas.	Mandatory
6	Completeness and general response to this Request for Qualifications.	10%

Submission Deadline:

The qualification information is to be submitted by 2:00 pm CST, **Thursday, October 4, 2018**. The university may, at its sole discretion, request oral presentations by firms selected for final consideration. Qualification Statements are to be no more than 25 pages long, and E-mailed to:

Joe Mrugalski Jr.
Interim Director of Purchasing/Contract Management
Midwestern State University
3410 Taft Blvd, Daniel Building
Wichita Falls, Texas 76308-2099
Phone: (940) 397-4095
joe.mrugalski@msutexas.edu

Late statements will not be accepted. Each firm is responsible for insuring responses to the RFQ have been delivered by date, time and location specified.

Questions related to the scope of services, submittal of Qualification Statements, or the solicitation process shall be directed no later than 2:00 PM on **Tuesday, September 21, 2018**.

Joe Mrugalski
Interim Director of Purchasing/Contract Management
Midwestern State University
3410 Taft Blvd, Daniel Building
Wichita Falls, Texas 76308-2099
Phone: (940) 397-4095
joe.mrugalski@msutexas.edu

A sample of the contract is attached for review. Questions concerning this document should be handled during this process.

VENDOR REFERENCES

Please list three (3) references of current customers who can verify the quality of service your company provides. The University prefers customers of similar size and scope of work to this proposal. ***THIS FORM MUST BE RETURNED WITH YOUR PROPOSAL.***

REFERENCE ONE

Government/Company Name: _____

Address: _____

Contact Person and Title: _____

Phone: _____ Fax: _____

Contract Period: _____ Scope of Work: _____

REFERENCE TWO

Government/Company Name: _____

Address: _____

Contact Person and Title: _____

Phone: _____ Fax: _____

Contract Period: _____ Scope of Work: _____

REFERENCE THREE

Government/Company Name: _____

Address: _____

Contact Person and Title: _____

Phone: _____ Fax: _____

Contract Period: _____ Scope of Work: _____

AFFIDAVIT

The undersigned certifies that the statements contained in this proposal have been carefully checked and are submitted as correct and final and if statement is accepted (within 90 days unless otherwise noted by vendor), agrees to furnish any and/or all items upon which statements are offered, at the price(s) and upon the conditions contained in the Specifications.

STATE OF _____

COUNTY OF _____

BEFORE ME, the undersigned authority, a Notary Public in and for the State of _____,

on this day personally appeared _____

who, after having first been duly sworn, upon oath did depose and say;

That the foregoing proposal submitted by _____

hereinafter called "Bidder" is the duly authorized agent of said company and that the person signing said proposal has been duly authorized to execute the same. Bidder affirms that they are duly authorized to execute this contract, that this company, corporation, firm, partnership or individual has not prepared this bid in collusion with any other Bidder, and that the contents of this bid as to prices, terms or conditions of said bid have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this bid.

Name and Address of Bidder:

Telephone Number:

Signature

Name: _____

Title: _____

SWORN TO AND SUBSCRIBED BEFORE ME THIS _____ day of _____,
20 _____.

Notary Public in and for the State of _____.