



## **Request for Qualifications**

### **Interior Design Services**

**RFQ 735-2022-8233**

**July 26, 2022**

#### **General:**

Midwestern State University, a component of the Texas Tech University System, seeks Qualifications from qualified firms for Interior Design Services (the "Services") for assessments, selections, planning, and designing concepts in a university home that is used for public entertaining. The Scope of Work is more specifically described in Section III., Scope of Work. Interior Designers are invited to submit written qualifications for possible selection consideration.

The maximum amount available for fees in any fiscal year totals \$25,000. This is not a commitment or guarantee by the University of \$25,000 per fiscal year but an agreement that services may be requested up to the \$25,000 cap in any given fiscal year. The University anticipates contracting for services from September 1, 2022, through August 31, 2023, with (2) two possible extensions of one-year terms.

#### **I. Introduction:**

Midwestern State University seeks responses from qualified respondents to provide interior design services. The Scope of Services to be included in the responses are specifically described in Section IV, Scope of Services.

#### **II. Information about Midwestern State University:**

Midwestern State University, a component of the Texas Tech University System, is a state/public institution of higher education governed by the Texas Legislature and its statutes and by Midwestern State University and Texas Tech University System policies.

Midwestern State University is located in Wichita Falls, Texas, midway between Oklahoma City and the Dallas/Fort Worth Metroplex. The 255-acre campus is nestled among the city's residential area and comprises 70 buildings, numerous playing fields, and an outdoor recreational facility near Sikes Lake.

Founded in 1922, Midwestern State University is one of 36 public institutions of higher education in Texas. It is organized into seven colleges with 16 undergraduate programs offering 43 majors and 30 minors and nine graduate programs offering 28 majors and 15 minors. Midwestern State University is the only University in Texas with membership in the Council of Public Liberal Arts Colleges (COPLAC).

#### **III. Scope of Work:**

The Sikes House at 2405 Midwestern Parkway, Wichita Falls, Texas, serves as the home of the university president and family. This home was built in the late 1930's, became the property of the University in 1970, and was first occupied by a university president in 1974. The home's main floor includes public areas that will be

used for university gatherings and entertaining. The second floor includes residential space for the president and family. The scope of work will include assessment and design assistance for the home and guest cottage to provide appropriate maintenance and preserve the home's character while bringing it up-to-date and functioning properly.

#### **IV. Scope of Services:**

The Scope of Services will include a written summary of services to be provided for interior designing. This summary should include a statement of general goals, along with key components. See items listed below:

1. A brief history of the company and employees
2. Overview of services offered – comprehensiveness to interior design projects.
3. Discuss and give examples of (3) three design projects that best represent your company's ability to successfully complete projects on time and within budget.
4. Project team qualifications and experience
5. Responsiveness, commitment, and capability
6. Must be available for responses within (2) two hours of being notified.

#### **V. 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.

- A. Responses shall be on single-sided 8 ½" x 11" paper.
- B. Responses shall be mailed/hand delivered or submitted electronically. Electronic submissions are *preferred*.
- C. More than 25 pages will not be read.
- D. 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 the person submitting the solicitation.
  4. Documentation of vendor history, including capabilities in the area of services to be provided and the size and scope of the operation. This shall include similar experience, including scope of work that demonstrates expertise in providing required service and number of years in business.
    - a) Highly recommend projects cited are ONLY projects in which the submitted resumes' personnel were involved.
    - b) Personal resumes of the actual individuals who will be working for MSU and the percent time they will be working on MSU projects (assuming projects have been assigned) should ONLY be included here.
    - c) Please do not include resumes of personnel who will not be assisting with MSU projects for at least 20% or more of their time. (Objective is for MSU to understand the background and qualifications of the personnel who will be directly working for MSU, not every project and everyone who ever worked at the firm.)
    - d) Resumes are included in the 25-page limit
  5. Verification as a Texas Registered Interior Designer who has passed the NCIDQ exam.

- E. The respondent shall provide at least (3) three references of comparable projects.
- F. The respondent shall document a time frame when the vendor will be ready to provide the required services to start the design services and project management. For example, "Upon award of contract, our company can begin within 15, 30, 45 or over 45 days or upon issuance of contract".
- G. The respondent shall provide a copy of their "Historically Underutilized Business" certificate if a member.
- H. Ensure the proposal is signed by the owner, principal partner, or chief executive officer; otherwise, the proposal will not be accepted.
- I. The award of this agreement will be contingent on the availability of Midwestern State University funds.

#### **VI. Key Events Schedule:**

<b>Issue RFQ</b>	<b>July 26, 2022</b>
<b>Deadline for Submission of Questions</b>	<b>August 11, 2022 (12:00 pm CT)</b>
<b>Answers to Questions posted</b>	<b>August 12, 2022 (5:00 pm CT)</b>
<b>Deadline for Submission of Qualifications</b>	<b>August 18, 2022 (2:00 pm CT)</b>
<b>Expected Contract Start Date</b>	<b>September 1, 2022</b>

#### **VII. 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 seeking to grade responsiveness for 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.

#### **VIII. Proposal Evaluation:**

The following criteria will be used to evaluate all submissions:

<b>No.</b>	<b>Criteria</b>	<b>Weight</b>
1	Respondent's Submission Quality and Comprehensiveness	30%
2	Respondent's Project Team Qualifications and Experience	30%
3	Availability and response time.	10%
4	Respondent's Design Work and Projects	30%

It is understood that Midwestern State University reserves the right to accept or reject any or all responses to this RFQ as it shall deem to be in the best interest of the University. Qualification Statements shall be received and acknowledged only so as to avoid disclosure of the contents to competing bidders and kept secret during the negotiations/evaluation process.

*However, all documentation shall be open for public inspection after a contract is awarded, except for trade secrets and confidential information so identified by the bidder. All confidential information should be clearly marked in red.*

#### **IX. Submission Deadline:**

The qualification information is to be submitted by **2:00 pm CT, August 18, 2022**. At its sole discretion, the University may request oral presentations by firms selected for final consideration.

Qualification Statements are to be emailed, mailed, or hand delivered to:

Tracy Nichols  
Director of Purchasing & Contract Management  
Midwestern State University  
2733 Midwestern Parkway  
Wichita Falls, Texas 76308-2099  
Phone: (940) 397-4277  
[tracy.nichols@msutexas.edu](mailto:tracy.nichols@msutexas.edu)

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

**Questions** related to the scope of services, submittal of Qualification Statements, or the solicitation process shall be directed no later than **12:00 pm CT, August 11, 2022**, by email to:

Tracy Nichols  
Director of Purchasing & Contract Management  
Phone: (940) 397-4277  
[tracy.nichols@msutexas.edu](mailto:tracy.nichols@msutexas.edu)

**It is the responsibility of interested vendors to regularly check the MSU website for any possible addenda(s) to this bid.**

**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 bid prices contained in this proposal have been carefully checked and are submitted as correct and final and if the bid is accepted (within 90 days unless otherwise noted by vendor), agrees to furnish any and/or all items upon which prices 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 \_\_\_\_\_.