**REQUEST FOR QUALIFICATIONS (RFQ17-025)**

**SPECIFICATION SHEET**

**MISSOURI WESTERN STATE UNIVERSITY ST. JOSEPH, MISSOURI**

Project Title: **Potter Hall Expansion and Renovations**

**Project Description**

Missouri Western State University seeks an architectural design firm to provide design services and finished drawings and Specifications for Potter Hall Additions and Renovations. Work will include but is not limited to: New Classroom additions, Black Box Theatre, Screening Room, Computer Lab, Larger Dance Studio, Costume Shop and Cinema Work Space.

The selected architectural firm is expected to work with University administration, Facilities personnel, and Fine Arts and Theatre personnel in completing this project.

**Experience Required**

Architects will need to have experience in the design of Theatre, Music, Dance, Computer Lab and Classroom additions and renovations.

**Minimum Requirements**

Qualified applicants will be determined as to those that can meet the criteria which will be used for selection by the University Facilities and Fine Arts Management staff. These criteria are based on Section 8.289 of the Missouri Revised Statutes and include:

* The specialized experience and technical competence of the firm with respect to the services required.
* The capacity and capability of the firm to perform the work in question, including specialized services, within set time limitations fixed for the completion of the project.
* The past record performance of the firm with respect to such factors as control of costs, quality of work, and ability to meet schedules.
* The firm’s proximity to and familiarity with the area in which the project is located.
* The firm’s experience in working with MWSU Campus and Facility.

Those interested in providing these architectural services should submit five bound copies of a packet with a completed and signed cover sheet, concise letter of interest, a summary of qualifications, and a description of the applicant or firm and its consultants including credentials, experience, and at least three current references related to similar work. Selected finalists may be required to give a presentation to the selection committee at a date to be determined:

The University selection committee will review the submittals and select a firm that they feel best meets the qualifications for this project.

**Qualifications due**

Please note that **responses to this RFQ must be received on August 16, 2016 2:00 CDT** at the address below to be considered. One (1) original and four (4) copies of the response must be sealed and delivered to:

Kelly Sloan

Purchasing Manager

Missouri Western State University

Popplewell Room 221

4525 Downs Dr.

St. Joseph, MO 64507

Phone: 816-271-4465

Missouri Western State University, reserves the right to reject any and all responses resulting from this RFQ. Qualifications received after the deadline will not be accepted or considered. Missouri Western State University is not liable for any cost incurred by any person or firm responding to this RFQ.Submission by fax, email or other electronic transmission is unacceptable and packages submitted by these means shall not be considered. Missouri Western assumes no responsibility for delays in the US mail or courier systems, or because of weather.

Missouri Western State University reserves the right to reject as non‑responsive any proposals that do not contain the information requested.

Any and all questions and /or clarifications regarding this RFQ must be submitted in writing to the Purchasing Department via email. Questions and clarifications are to be sent via email to Kelly Sloan, Purchasing Manager atpurchase@missouriwestern.edu. **All questions and clarifications must be submitted by the end of business on August 9, 2016.**

Any and all communication with respect to this solicitation shall be made to Kelly Sloan, Missouri Western State University Contact Person, in writing via email at purchase@missouriwestern.edu**.** No applicant shall attempt to communicate with the Missouri Western State University Board of Governors, Administration, staff or other university employees. Any applicant found to be in violation of the communication expectations of MWSU will be subject to disqualification.