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**REQUEST FOR QUALIFICATIONS
FOR
SMALL RUMINANT AND MEAT PROCESSING FACILITY**

**LINCOLN UNIVERSITY
COLLEGE OF AGRICULTURE, ENVIRONMENTAL AND HUMAN SCIENCES**

February 14, 2025

February 5, 2025 (original issue date)

February 11, 2025 (Addendum No. 1)

February 14, 2025 (Addendum No. 2)

REQUEST FOR QUALIFICATIONS

RE: **SMALL RUMINANT AND MEAT PROCESSING FACILITY – LU24001**
Lincoln University of Missouri

Lincoln University of Missouri is requesting qualification statements from Design/Build teams (DBTs) interested in providing Design/Build Services for an approximately \$8 million Small Ruminant and Meat Processing Facility.

The selected Design/Build team will work with the University's project committee in the design and construction of this important facility. The University intends to pre-qualify 2-3 Design-Build teams showing experience and expertise in:

- Designing and constructing highly functional, durable, and attractive service facilities that include various shop, storage, and office environments appropriate for supporting and maintaining the institutions they serve.
- Designing and constructing facilities with a commitment to sustainability.
- Leading client groups through a systematic analysis and resolution of complex design and construction issues.
- Implementing time-critical projects on schedule.
- Providing timely and accurate cost information integral to the planning process.

The selected DBT must show exceptional experience with similar facilities. DBTs are encouraged to team with recognized experts in the planning and design of meat processing facilities or related facilities. Teams must be prepared to meet the University's aggressive schedule for the project, which calls for the project to be completed **no later than Spring 2026**.

Lincoln University complies with the requirements of RSMo. 34.074, which requires that a preference be given to service-disabled veteran businesses as more specifically set forth therein. Your team's Statement of Qualifications (SOQ) must address the requirements of this statute. DBTs are also strongly encouraged to include Missouri-based firms on the team.

Your SOQ should be organized to respond to the following eight (8) key components:

- Team's Financial Capacity;
- Team's Experience;
- Architects' and Engineers' Design Experience;
- Qualifications of Key Personnel;
- Team Members' Common Project Experience;
- Knowledge of Design-Build Process;
- Service Disabled Veteran Participation; and
- Team Members' Missouri Firm Status.

Other important elements include a summary of your team's history and structure; relevant experience including a description of at least three projects you have completed of similar scope; qualifications of key team members who would be directly involved with this project; specific experience with similar facilities; and any supporting information that would further convey your team's qualifications for this project.

Please limit these materials to a maximum (40) 8 1/2" x 11" single sided pages. One digital copy in PDF format must be delivered to my attention c/o Marquan Martin, 820 Chestnut Street, 319 Frank Hall, Jefferson City, MO, or by email at martinm@lincolnu.edu **by 2:00pm on Friday, March 7, 2025.**

No more than three (3) firms will be pre-qualified and issued Request for Proposals ("RFP") documents for this Project. Selected firms will be notified by **Friday, March 14, 2025**. Short-listed DBTs will also be required to participate in a mandatory work session with the Selection Committee on the week of **March 18, 2025**. These workshops are intended to give DBTs the opportunity to present preliminary design ideas to the committee and to receive feedback on those ideas from committee members. Proposals will be due on **April 25, 2025** and interviews will be held on **May 1, 2025**.

Please review the enclosed information which describes the project scope, the selection process and submittal requirements. In the interest of fairness, address all questions related to this project to me only. I look forward to your response.

Sincerely,

Marquan Martin
Construction Manager
College of Agriculture, Environmental and Human Sciences
Lincoln University of Missouri

Project Statement and Program Summary

Lincoln University plans to build a new Small Ruminant and Meat Processing Facility on the University's Freeman Farm property Located at 9315 Tanner Bridge Road, Jefferson City, MO.

The new facility will be an all-inclusive learning environment with spaces designed to give students access to the food processing sequence from harvest to retail sales. The facility will house classrooms, administrative offices, a dry lab, and multiple processing rooms for cutting, freezing, and packaging.

Procedures for Selection

The University intends to select up to three (3) teams from those having responded to this RFQ to be pre-qualified and issued Request for Proposals ("RFP") documents for this Project. The pre-qualified proposing teams will be asked to submit proposals that will be evaluated based on a scoring system.

The requirements for the SOQ are described in more detail below. After receipt of all SOQ's, the University will review and determine a preliminary point score for each submittal. Requests for Information ("RFIs") and additional data, if required, can be made by the Owner at this time. After receipt and review of the clarifications and additional data, each prequalification submittal will receive a final point score.

The University intends to offer a stipend of \$40,000 to unsuccessful short-listed proposers that submit responsive proposals to encourage each team's efforts and convey ownership of each proposal to the University. Teams may elect to reject the stipend and retain the rights to the proposal. Stipend award criteria and procedures will be included in the Design-Build RFP.

Scoring of prequalification submittals / proposing teams will be determined by the application of an established rating system to the following information:

1. Financial Capacity

- a. All firms shall be licensed and registered to perform architectural design, engineering, and construction services in the State of Missouri.
- b. All firms shall indicate their form of business, (e.g., corporation, partnership, joint venture, or sole proprietorship). The proposing Design/Builder shall provide a copy of their last financial statements, and quarterly updates if available. If the design-builder is a joint venture, all team members shall provide their financial statements.
- c. All firms shall disclose their arbitration and litigation claims history. Claims that are unresolved but still pending are not required to be submitted.
- d. All firms shall provide evidence of their bonding capacity for the amount of at least \$10 million. This evidence shall be in the form of a letter from a licensed bonding company or from an agent normally representing the firm.

2. Team Experience

- a. The architectural/engineering design team and Contractor/construction components of the proposed Design/Build team shall each have a minimum of three (3) built and occupied projects with a program similar to this project in the \$3M to \$20M (in 2024 dollars) construction cost range. The teams shall identify one or more individuals who held responsible positions on the cited projects and shall provide owner references for each cited project.
- b. The architectural/engineering design team and Contractor/construction components of the proposed Design/Build team shall list projects they have completed as a Design/Build Team. The teams shall identify one or more individuals who held responsible positions on the cited projects and shall provide owner references for each cited project.

3. Architects' and Engineers' Design Experience

- a. The proposing teams shall demonstrate broad knowledge and experience in areas such as: architectural design, client communications, site planning, meat processing design, wastewater design, environmental design considerations, design of building systems, and landscape design.
- b. The proposing teams shall demonstrate their design excellence and creativity with respect to service center projects including design awards.
- c. The firms shall also demonstrate their expertise in materials selection.
- d. Cost and schedule control methodology shall be presented.

4. Qualifications of Key Personnel

- a. Key personnel members for this project shall be identified in the Statement of Qualifications and the current/ projected availability for these personnel throughout the duration of the project schedule should be addressed. A resume (one page maximum) describing relevant education, project experience, and professional certifications of key team members shall be attached.
- b. The SOQ should include a clear description of DBT members' roles and responsibilities, including a team organizational chart.
- c. The SOQ should also include the names and qualifications of primary design consultants and the primary trade contractors with whom the DBT proposes to subcontract or joint venture.
- d. After the RFQ phase, the selected Semifinalist teams may not make any significant changes in the composition of the team's member firms, personnel assignments, and individuals' roles and responsibilities without the owner's written approval.

5. Team Members' Common Project Experience

- a. The firms shall provide evidence of common experience between the key member firms and individuals on a project of similar scope and complexity.

6. Knowledge of Design-Build Process

- a. The firms shall demonstrate their experience with the design-build delivery method including familiarity with the process, risks, responsibilities, and types of participants on both the owner's and proposing teams.
- b. The evidence shall include a portfolio of the firm's projects that utilized the design-build delivery method with contact references.

- c. A Summary Schedule outlining the DBT’s approach for achieving the University’s requirement of substantial completion on/or before Spring 2026 is required.

7. Service Disabled Veteran Participation

- a. Identify all SDVE consultants, contractors, subcontractors and suppliers and their certification status.
- b. Demonstrate the team’s efforts and plan to achieve the University’s Service Disabled Veteran Participation for this project.

8. Team Member’s Missouri Firm status

- a. The University desires to contract with a Missouri firm and has a preference for teams that include Missouri firms.

Each Statement of Qualifications shall follow the order of the selection criteria above and shall not exceed forty (40) single-sided pages. The scoring system shown in the next section will be used in evaluating the Statements of Qualifications.

Selection Criteria for Consultant Selection

- 1. Up to three (3) teams with the highest scores will be pre-qualified and invited for the RFP phase of the project. The following selection criteria will be used in the evaluation of the Statements of Qualifications:

Highest Score Possible	Selection Criteria
30	Financial Capacity
30	Team Experience
30	Architects’ and Engineers’ Design Experience
20	Qualifications of Key Personnel
20	Team Members’ Common Project Knowledge
20	Knowledge of Design-Build Process
3	Service Disabled Veteran Participation
5	Missouri Firm Status
158	Total Points Possible

Proposing teams will be notified whether they have or have not been pre-qualified after the Owner’s Evaluation Committee evaluates the Statements of Qualifications. All costs associated with Statements of Qualification issuance and submittal will be borne by the submitting teams.

Owner's Current Schedule

Issue RFQ	February 5, 2025
Receive Statements of Qualification	March 7, 2025
Notification of Shortlisted Teams	March 14, 2025
Issue RFP	March 14, 2025
Pre-proposal Meeting	March 18, 2025
Preproposal Work Sessions	March 18, 2025
Receive Submittals	April 25, 2025
Interview finalists	May 1, 2025
Notice of Intent to Award	May 7, 2025

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