



REQUEST FOR QUALIFICATIONS

RFQ 26-02

FOR

CAMPUS MASTER PLANNING
PROFESSIONAL SERVICES

FOR

Jackson State University
Jackson, MS

Submission Date/Time:

Wednesday, September 23, 2026

@ 11:00 a.m.

SECTION 1 – GENERAL INFORMATION & REQUIREMENTS

1. **GENERAL INFORMATION:** Jackson State University's (JSU) Division of Campus Operations is soliciting Statements of Qualifications for selection of a firm ("Master Planner") to provide Master Planning Services for the development of a ten-year campus Master Plan in accordance with the terms, conditions, and requirements set forth in this Request for Qualifications (RFQ). JSU is referred to in this RFQ as "Owner".
 - 1.1 Collecting Statements of Qualifications in response to this RFQ is the first step in selecting a Master Planner. This RFQ provides the information necessary for respondents to prepare and submit Statements of Qualifications for consideration and initial ranking by JSU. In the next step JSU will determine an initial ranking of the respondents. If the initial ranking of the respondents is reasonably conclusive, JSU may make a "most qualified" selection based upon the written Qualifications only. If not, then the JSU may conduct interviews with a "short list" of respondents.
 - 1.2 JSU may select up to five (5) of the top ranked qualified respondents to participate in an interview to confirm and clarify the qualifications submitted and to answer additional questions. JSU will then rank the interviewed respondents in order to determine a single most qualified respondent.
 - 1.3 After selecting the most qualified respondent JSU will negotiate the detailed professional services to be provided by the Master Planner and a suitable fee for those services.
- 1.1 **TYPE OF CONTRACT:** Any contract resulting from this solicitation will be negotiated between the Owner and the successful firm, based on a scope of services and fee to be agreed upon by the parties. General information regarding the probable scope of services is contained in this RFQ.
- 1.2 **CLARIFICATIONS AND INTERPRETATIONS:** Any clarifications or interpretations of this RFQ that materially affect or change its requirements will be posted by the Owner as an addendum on all media channels where it was initially advertised. It is the responsibility of all respondents to obtain this information in a timely manner. All such addenda issued by the Owner before the proposals are due as part of the RFQ, and respondents shall acknowledge receipt of and incorporate each addendum in its Qualifications. Respondents shall consider only those clarifications and interpretations that the Owner issues by addenda five (5) days prior to the submittal deadline. Interpretations or clarifications in any other form, including oral statements, will not be binding on the Owner and should not be relied on in preparing Qualifications.
- 1.3 **SUBMISSION OF QUALIFICATIONS:**
 - 1.3.1 The qualifications must be received **at the address specified** prior to the deadline. The Owner will not consider any response to this solicitation that is not received at the address specified by the deadline, regardless of whether it has been received elsewhere on JSU's campus.

- 1.3.2 **DEADLINE AND LOCATION:** The Owner will receive Qualifications for RFQ 26-02 at the time and location described below.

Wednesday, September 23, 2026 @ 11:00 a.m. (CST)

Kimberly Harris, Director of Procurement Services
Administrative Tower, Floor 4
1400 J. R. Lynch Street
Jackson, MS 39217
Phone: 601-979-0978
Email: kimberly.r.harris@jsums.edu

Any addendum associated with this RFQ will be posted at <https://www.jsums.edu/finance/bidinformation/> located under RFQ 26-02. It is the respondent's responsibility to assure that all addenda have been reviewed and, if applicable, signed and returned.

- 1.3.3 Submit (2) electronic versions of the Qualification Package and HSP (HUB Subcontracting Plan) flash drive format.
- 1.3.4 Submit (6) six identical copies of the Qualifications. An original signature must be included on the respondent's "Execution of Offer" document submitted with each copy.
- 1.3.5 Submit one (1) original and one (1) copy of the HUB Subcontracting Plan (HSP) as separate attachments to the Qualifications as described in Section 1.13.
- 1.3.6 Qualifications and HSP materials received after the deadline will be returned to the respondent unopened.
- 1.3.7 The Owner will not acknowledge or receive Qualifications that are delivered by telephone, facsimile (fax), or electronic mail (e-mail).
- 1.3.8 Properly submitted Qualifications will not be returned to respondents.
- 1.3.9 Qualification, financial statements (see Section 3.2.2) and HSP materials must be enclosed in a sealed envelope (box or container) addressed to the Point-of-Contact person; **the package must clearly identify the submittal deadline, the RFQ number, and the name, return address and email address of the respondent contact on all envelopes.**
- 1.4 **POINT-OF-CONTACT:** JSU designates the following person as its representative and Point-of-Contact for this RFQ. Respondents shall restrict all contact with the Owner and direct all questions regarding this RFQ, including questions regarding terms and conditions and technical specifications, to the Point-of-Contact person **by email only:**

Kimberly Harris
Director of Procurement Services
Office of Purchasing and Travel
Email : kimberly.r.harris@jsu.edu

- 1.5 EVALUATION OF QUALIFICATIONS: The evaluation of the Qualifications shall be based on the requirements described in this RFQ. All properly submitted Qualifications will be reviewed, evaluated, and ranked by a Selection Committee appointed by the President of Jackson State University. Typically, that committee will include both present and future users of campus facilities developed by the project and by facilities professionals, including representation from the Mississippi Institutions of Higher Learning (IHL) Board office. The top five or fewer ranked respondents may be selected by the Owner for further consideration by participating in an interview wherein qualifications will be presented and examined in further detail and where questions will be posed by the Selection Committee and answered by the respondent.
 - 1.5.1 Qualifications submittals should not include any information regarding respondent's proposed fees, pricing, or other compensation considerations as these will not be a factor in the selection of the best qualified firm.
- 1.6 JACKSON STATE UNIVERSITY'S RESERVATION OF RIGHTS: The Owner may evaluate the Qualifications based on the anticipated completion of all or any portion of the Project. The Owner reserves the right to divide the Project into multiple parts, to reject any and all Qualifications and re-solicit for new Qualifications, or to reject any and all submissions and temporarily or permanently abandon the Project. JSU makes no representations, written or oral, that it will enter into any form of agreement with any respondent to this RFQ for any project and no such representation is intended or should be construed by the issuance of this RFQ.
- 1.7 ACCEPTANCE OF EVALUATION METHODOLOGY: By submitting its Qualifications in response to this RFQ, respondent accepts the evaluation process and acknowledges and accepts that determination of the "most qualified" firm(s) will require subjective judgments by the Owner.
- 1.8 NO REIMBURSEMENT FOR COSTS: Respondent acknowledges and accepts that any costs incurred from the respondent's participation in this RFQ shall be at the sole risk and responsibility of the respondent.
- 1.9 PRE-SUBMITTAL CONFERENCE: There will be no pre-submittal conference conducted for this selection process.
- 1.10 ELIGIBLE RESPONDENTS: Only individual firms or lawfully formed business organizations may apply (This does not preclude a respondent from using consultants.) The Owner will contract only with the individual firm or formal organization that submits a Qualification.

- 1.11 **STATE REGISTRATION OF ENGINEERING FIRMS:** Respondents are advised that any entity providing engineering services to the public must be registered with the Mississippi Board of Professional Engineers. An entity is defined as a sole proprietorship, firm, partnership, corporation or joint stock association.

STATE REGISTRATION OF ARCHITECTURAL FIRMS: Respondents are advised that any entity (including architects, landscape architects and interior designers) providing architectural services (including architects, landscape architects and interior designers) to the public must be registered with the Mississippi Board of Architectural Examiners. An entity is defined as a sole proprietorship, firm, partnership, corporation or joint stock association.

- 1.11.1 **Form M54:** Submission must be accompanied by a completed and current Form M54, Architect-Engineer Related Services Questionnaire. This document can be found on the Bureau of Building, et al, web page: <http://www.dfa.ms.gov/dfa-offices/bureau-of-building-grounds-and-real-property-management/bob-forms-for-aes-professionals/>
- 1.11.2 **Form M55:** Submission must be accompanied by a completed and current Form M55, Architect-Engineer Related Services for Specific Project. This document can be found on the Bureau of Building, et al, web page: <http://www.dfa.ms.gov/dfa-offices/bureau-of-building-grounds-and-real-property-management/bob-forms-for-aes-professionals/> M55 Item 7 must include entries for key personnel for the following eight (8) project assignments:

KEY PRINCIPLE - will be totally responsible for the work to be provided.

1. **ENERGY MANAGEMENT SYSTEM MONITORING** – will be responsible for periodic review and adjustment of building control systems.
2. **UTILITY CONSUMPTION MONITORING** – will be responsible for monthly review and reporting of utility data to State Energy Management & Control including recommendations for savings.
3. **DESIGN PROFESSIONAL** - will be responsible for overall design and planning of any mechanical and/or energy reduction projects.
4. **CONTRACT DRAWINGS** - will be responsible for the actual production of the contract drawings for any mechanical and/or energy reduction projects.
5. **CONTRACT SPECIFICATIONS** - will be responsible for the actual preparation of contract specifications for any mechanical and/or energy reduction projects.
6. **PROCUREMENT PROCESS AND CONSTRUCTION CONTRACT PREPARATION** - will be responsible for the procurement process and preparation of any construction award contracts.
CONSTRUCTION OBSERVATION - will be responsible for construction observation of any mechanical and/or energy reduction projects. As required but not less than twice a month during the course of any project.
7. **JOINT VENTURE** – if your entity is proposing a joint venture (partnership / collaboration / etc.) – please list same in the M55 Box 3 for Firm (or Joint Venture) Name & Address. Before award, the Joint Venture will need a Federal ID number and registration at the Mississippi Secretary of State.

Insurance requirements would be E&O for the Joint Venture entity but individual firm Workers Comp policies would be acceptable.

SECTION 2 – EXECUTIVE SUMMARY

HISTORICAL BACKGROUND: Jackson State University has a distinguished history, rich in the tradition of educating young men and women for leadership, having undergone seven name changes as it grew and developed. Founded as Natchez Seminary in 1877 by the American Baptist Home Mission Society, the school was established as Natchez, Mississippi “for the moral, religious and intellectual improvement of Christian leaders of the colored people of Mississippi and the neighboring states.” In November 1882, the school was moved to Jackson; in March 1899, the curriculum was expanded and the name was changed to Jackson College.

The state assumed support of the college in 1940, assigning to it the mission of training teachers. Subsequently, between 1953 and 1956, the curriculum was expanded to include a graduate program and bachelor’s programs in the arts and sciences; the name was then changed to Jackson State College in 1956. Further expansion of the curriculum and a notable building program preceded the elevation of Jackson State College to university status on March 15, 1974. In 1979, Jackson State was officially designated *the* Urban University of the State of Mississippi. Presently, Jackson State University, a public, coeducational institution, is recognized as an R2 “Doctoral Universities: High Research Activity” institution based on the Carnegie Classification of Institutions of Higher Education.” It is supported by legislative appropriations supplemented by student fees and federal and private grants.

Jackson State University has a rich history of empowering diverse students to become leaders through educational excellence. Today, we continue that tradition through our collaborative and technologically advanced academic programs, while our urban location allows us to put learning into practice by serving our communities. Our student-centered approach makes JSU feel like a home away from home, and we offer a holistic college experience with numerous clubs, organizations, athletic events, and other extracurricular activities for all Tigers to enjoy.

JSU is one of the leading HBCUs in the country for overall academics, and our STEM program is ranked #5 by the National Institutes of Health (NIH). With our interdisciplinary curriculum model, students have access to train in a variety of fields, which further prepares them for the next career move.

2.1 **MISSION STATEMENT:** The mission of Jackson State University, an HBCU and comprehensive urban research university, is to provide quality teaching, research and service at the baccalaureate, masters, specialist, and doctoral levels to diverse populations of students and communities using various modalities to ensure that they are technologically-advanced, ethical, global leaders who think critically and can address societal problems and compete effectively.

2.2 **PROJECT DESCRIPTION, SCOPE AND BUDGET:**

JSU expects the selected firm to employ an integrated planning approach in developing the Campus Master Plan. This approach should align physical campus development with the university's academic, financial, and strategic planning efforts. The master planning

process should actively engage diverse stakeholders from across the institution, including academic affairs, student services, facilities management, finance, and information technology. By fostering collaboration between these traditionally siloed areas, the plan will ensure that physical space decisions support and enhance JSU's overall mission and goals. The integrated approach should also consider external factors such as community relations, environmental sustainability, and technological advancements, resulting in a comprehensive and forward-thinking plan that addresses the complex, interconnected needs of a modern university campus.

- 2.3 In general, the completed Campus Master Plan will have the following outline and will consist of the elements listed. The existing Master Plan is available for review and actual scope of services of the Master Planner along with a detailing of the services and effort to be provided by Jackson State University will be the subject of negotiation prior to the signing of an Agreement for the Campus Master Plan.

2.3.1 Investigation and Assessment of Existing Conditions

- 2.3.1.1 Planning Methodology for the Campus Master Plan
- 2.3.1.2 Campus Land Use
- 2.3.1.3 Building Use and Conditions
- 2.3.1.4 Open Space and Pedestrian Circulation
- 2.3.1.5 Vehicular Circulation and Parking
- 2.3.1.6 Academic Programs
- 2.3.1.7 Student Enrollment Patterns
- 2.3.1.8 Community Physical Relationships
- 2.3.1.9 Regulatory and Environmental Issues
- 2.3.1.10 Athletic and Recreational Facilities
- 2.3.1.11 Campus Infrastructure
- 2.3.1.12 Landscape Character
- 2.3.1.13 Architectural Design Character

2.3.2 Future Campus Requirements and Projections

- 2.3.2.1 Future Academic Programs
- 2.3.2.2 Student Enrollment Assumptions
- 2.3.2.3 Faculty and Staff Projections
- 2.3.2.4 Academic Space Projections
- 2.3.2.5 Support Facilities Projections
- 2.3.2.6 Parking Space Projections
- 2.3.2.7 Campus Infrastructure Projections
- 2.3.2.8 Proposed Land Acquisitions/Disposals
- 2.3.2.9 Student Housing
- 2.3.2.10 Auxiliary Facilities

2.3.3 Recommended 2025-2035 Campus Master Plan

- 2.3.3.1 Land and Building Use
- 2.3.3.2 Historical Preservation Planning (if appropriate)
- 2.3.3.3 Open Space and Pedestrian Circulation
- 2.3.3.4 Landscape and Landscape Design Guidelines
- 2.3.3.5 Vehicular Circulation and Parking
- 2.3.3.6 On-Campus Residential
- 2.3.3.7 Campus Infrastructure

- 2.3.3.8 Architectural Design Guidelines
- 2.3.3.9 Comprehensive Plan
- 2.3.3.10 Cost Estimates for Building, Infrastructure and Site Improvements
- 2.3.3.11 Capital Improvement Program and Phasing Plan

2.4 **PROJECT PLANNING SCHEDULE:** Tentative key Project planning schedule milestones:

- 2.4.1 RFQ Submittal Questions Deadline.....08/31/2026
- 2.4.2 JSU Responses to RFQ Questions.....09/09/2026
- 2.4.3 JSU receives Request for Qualifications.....**09/23/2026**
- 2.4.3 JSU Notification of interviews Respondents (if applicable)10/07/2026
- 2.4.4 Contract Development.....October/November 2026
- 2.4.5 Approval IHL Board Approval.....January 2027
- 2.4.6 JSU executes Agreement.....January 2027

The actual detailed schedule for all production elements of the Project will be the subject of the scope and fee negotiations concluded between Jackson State University and the Master Planner prior to executing the Agreement.

SECTION 3 – REQUIREMENTS FOR STATEMENT OF QUALIFICATIONS

Respondents shall carefully read the information contained in the following criteria and submit a complete Statement of Qualifications to all questions in Section 3 formatted as directed in Section 4. Incomplete Qualifications will be considered non-responsive and subject to rejection. In this Section, references to “Prime Firm” shall mean the Master Planner.

3.1 **CRITERION ONE: RESPONDENT’S STATEMENT OF QUALIFICATIONS AND AVAILABILITY TO UNDERTAKE THE PROJECT** (Maximum of two (2) printed pages per question)

- 3.1.1 Provide a statement of interest for the project including a narrative describing the Prime Firm’s and Project Team’s unique qualifications as they pertain to this particular project.
- 3.1.2 Provide a brief history of the Prime Firm and each consultant proposed for the project.
- 3.1.3 Provide a graphic representation of the project team, identifying the Prime Firm and each consultant proposed for the project.
- 3.1.4 Provide a statement on the availability and commitment of the Prime Firm and its principal(s) and assigned professionals to undertake the project.

3.2 CRITERION TWO: PRIME FIRM'S ABILITY TO PROVIDE SERVICES

3.2.1 Provide the following information for the Prime Firm:

- 3.2.1.1 Legal name of the company as registered with the Secretary State of Mississippi.
- 3.2.1.2 Address of the office that will be providing services.
- 3.2.1.3 Number of years in business.
- 3.2.1.4 Type of Operation (Individual, Partnership, Corporation, Joint Venture, etc.).
- 3.2.1.5 Number of Employees by skill group.
- 3.2.1.6 Annual revenue totals for the past ten (10) years.

3.2.2 Provide the three (3) most recent audited financial statements documenting Master Planner's financial stability. If audited statements are not available, so state and provide recent financial statements with a cover letter from your CPA. Provide this information in a separate sealed envelope marked "Confidential Financial Information."

- 3.2.2.1 This will not be counted as part of the 50-page limit referenced in Section 4.1.2. Do not include this information in the electronic file submission.

3.2.3 Is your company currently for sale or involved in any transaction to expand or to become acquired by another business entity? If yes, please explain the impact both in organizational and directional terms.

3.2.4 Provide any details of all past or pending litigation or claims filed against your company that would affect your company's performance under a Contract with the Owner.

3.2.5 Is your company currently in default on any loan agreement or financing agreement with any bank, financial institution, or other entity? If yes, specify date(s), details, circumstances, and prospects for resolution.

3.2.6 Does any relationship exist by relative, business associate, capital funding agreement, or any other such kinship between your firm and any Jackson State University employee, officer or IHL staff or Board member? If so, please explain.

3.3 CRITERION THREE: PROJECT TEAM'S ABILITY TO PROVIDE MASTER PLANNING SERVICES

3.3.1 Describe, in graphic and written form, the proposed project assignments and lines of authority and communication for principals and key professional members of the team that will be involved in the project. Indicate the estimated percent of time these individuals will be involved in the project.

3.3.2 Provide resumes giving the experience and expertise of the professional members for each person that will be involved in the project, including their experience with similar projects, the number of years with the firm, and their city of residence.

- 3.3.3 Clearly identify the members of the proposed team who worked on the listed projects in Criterion 3.4, and describe their roles in those projects.
- 3.3.4 Describe the basis for the selection of any proposed sub-consultants included in the master planning team and the role each will play for this project.
- 3.3.5 Describe the Prime Firm's process in working with consultants and integrating them into the master planning process.

3.4 CRITERION FOUR: RESPONDENT'S PERFORMANCE ON PAST REPRESENTATIVE PROJECTS

- 3.4.1 List a maximum of five (5) master planning projects for which you have provided services that are most related to this project. List the projects in order of priority, with the most relevant project listed first. Previous JSU projects and/or any other state-funded projects or projects for institutions of higher education are preferred. Provide the following information for each project listed:
 - 3.4.1.1 Project name, location, and description.
 - 3.4.1.2 General description of the scope of the master planning effort involved in the project, including gross square footage of improvements, infrastructure and other aspects of the plan.
 - 3.4.1.3 Description of services Prime Firm provided for the project.
 - 3.4.1.4 Name of Project Principal/Manager (individual responsible to the Jackson State University for the overall success of the project).
 - 3.4.1.5 Name of Project Planner (individual responsible for coordinating the day to day work) Consultants.
- 3.4.2 References (for each project listed above, identify the following):
 - 3.4.2.1 The Owner's name and representative who served as the day-to-day liaison during the life of the project (include telephone number).
 - 3.4.2.2 Length of business relationship with the Owner.
- 3.4.3 References shall be considered relevant based on specific project participation and experience with the Respondent. The Owner may contact references during any part of this process. JSU reserves the right to contact any other references at any time during the RFQ process.

3.5 CRITERION FIVE: RESPONDENT'S KNOWLEDGE OF BEST PRACTICES

- 3.5.1 Describe your firm's philosophy, methodology, and process for master planning.
- 3.5.2 Describe your project team's demonstrated technical competence and qualifications with institutional planning projects, particularly those for higher education.

- 3.5.3 Describe your cost estimating methods for the projects included in a master plan. For any combination of three (3) projects listed in response to Criterion 3.4, provide examples of how these techniques were used.

3.6 CRITERION SIX: RESPONDENT'S APPROACH TO CAMPUS MASTER PLANNING

- 3.6.1 Discuss how you anticipate using JSU's existing Campus Master Plan in your own planning effort, which will be expected to guide the campus development over the next 10-year period.
- 3.6.2 Explain what you regard as key understandings between JSU and the Master Planner and primary steps that will be taken by both to achieve a successful master planning effort.
- 3.6.3 Summarize the primary basic planning services that you plan to offer and those you hope to receive from JSU during the planning effort.
- 3.6.4 Based on the scope described in Section 2.3, describe how your firm would approach the Project. What to offer and information or services would you expect to receive from JSU during the planning effort?
- 3.6.5 Identify any key infrastructure elements (i.e. roads, utilities, etc.) that you think must be included in the Project and give some suggestion of the extent to which these elements should be studied as a part of the Project efforts.

3.7 CRITERION SEVEN: EXECUTION OF OFFER

NOTE TO RESPONDENTS: SUBMIT ENTIRE SECTION WITH RESPONSE.

THIS EXECUTION OF OFFER MUST BE COMPLETED, SIGNED, AND RETURNED WITH THE RESPONDENT'S QUALIFICATIONS. FAILURE TO COMPLETE, SIGN AND RETURN THIS EXECUTION OF OFFER WITH THE QUALIFICATIONS MAY RESULT IN REJECTION OF THE QUALIFICATIONS.

SIGNING A FALSE STATEMENT MAY VOID THE SUBMITTED QUALIFICATIONS OR ANY AGREEMENTS OR OTHER CONTRACTUAL ARRANGEMENTS, WHICH MAY RESULT FROM THE SUBMISSION OF RESPONDENT'S QUALIFICATIONS, AND THE RESPONDENT MAY BE REMOVED FROM ALL PROPOSER LISTS. A FALSE CERTIFICATION SHALL BE DEEMED A MATERIAL BREACH OF CONTRACT AND, AT JACKSON STATE UNIVERSITY'S OPTION, MAY RESULT IN TERMINATION OF ANY RESULTING CONTRACT OR PURCHASE ORDER.

- 3.7.1 By signature hereon, Respondent acknowledges and agrees that (1) this RFQ is a solicitation for Qualifications and is not a contract or an offer to contract; (2) the submission of Qualifications by Respondent in response to this RFQ will not create a contract between Jackson State University and Respondent; (3) JSU has made no representation or warranty, written or oral, that one or more contracts with the JSU

will be awarded under this RFQ; and (4) Respondent shall bear, as its sole risk and responsibility, any cost which arises from Respondent's preparation of a response to this RFQ.

- 3.7.2 By signature hereon, Respondent offers and agrees to furnish to the Owner the products and/or services more particularly described in its Qualifications, and to comply with all terms, conditions and requirements set forth in the RFQ documents and contained herein.
- 3.7.3 By signature hereon, Respondent affirms that he has not given, nor intends to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to a public servant in connection with the submitted Qualifications.
- 3.7.4 By signature hereon, Respondent represents and warrants that:
 - 3.7.4.1 Respondent is a reputable company regularly engaged in providing products and/or services necessary to meet the terms, conditions and requirements of the RFQ;
 - 3.7.4.2 Respondent has the necessary experience, knowledge, abilities, skills, and resources to satisfactorily perform the terms, conditions and requirements of the RFQ;
 - 3.7.4.3 Respondent is aware of, is fully informed about, and is in full compliance with all applicable federal, state and local laws, rules, regulations and ordinances;
 - 3.7.4.4 All statements, information and representations prepared and submitted in response to this RFQ are current, complete, true and accurate. Respondent acknowledges that the Owner will rely on such statements, information and representations in selecting the successful Respondent. If selected by JSU as the successful Respondent, Respondent will notify JSU immediately of any material change in any matters with regard to which Respondent has made a statement or representation or provided information.
- 3.7.5 By signature hereon, Respondent certifies that the individual signing this document and the documents made part of the RFQ is authorized to sign such documents on behalf of the company and to bind the company under any agreements or other contractual arrangements, which may result from the submission of Respondent's Qualifications.
- 3.7.6 By signature hereon, Respondent certifies that no relationship, whether by relative, business associate, capital funding agreement or by any other such kinship exist between Respondent and an employee of any JSU component, or Respondent has not been an employee of any JSU component within the immediate twelve (12) months prior to your RFQ response. All such disclosures will be subject to

administrative review and approval prior to the Owner entering into any contract with Respondent.

- 3.7.7 By signature hereon, Respondent agrees that any payments that may become due under any agreements or other contractual arrangements, which may result from the submission of Respondent's Qualifications, will be applied towards any debt including, but not limited to, delinquent taxes and child support that is owed to the State of Mississippi.
- 3.7.8 By signature hereon, Respondent certifies that no member of the IHL System, or the Executive Officers of the IHL or its component institutions, has a financial interest, directly or indirectly, in the transaction that is the subject of the contract.

[Execution of Offer continues on the next page.]

3.7.9 **Execution of Offer:** RFQ For Campus Master Planning Services for Jackson State University in Jackson, Mississippi – RFQ No.: 26-02

The Respondent must complete, sign and return this Execution of Offer as part of its submittal response. The Respondent's company official(s) who are authorized to commit to such a submittal must sign submittals. Failure to sign and return this form will subject the submittal to disqualification.

Respondent's Name: _____

Respondent's State of Mississippi Tax Account No: _____
(This *11* digit number is mandatory)

If a Corporation:

Respondent's State of Incorporation: _____

Respondent's Charter No: _____

Identify by name, each person who owns at least 25% of the Respondent's business entity:

(Name)

(Name)

(Name)

(Name)

Submitted and Certified By:

(Respondent's Name)

(Title)

RFQ 26-02 JSU Campus Master Planning Services
Due: Wednesday, September 23, 2026 @ 11:00 a.m.

(Street Address)

(City, State, Zip Code)

*(Authorized Signature)
Notification*

(Date)

(Telephone Number)

(Fax Number)

(Type Email Address) for RFQ

SECTION 4 – FORMAT FOR STATEMENT OF QUALIFICATIONS

4.1 GENERAL INSTRUCTIONS

- 4.1.1 Qualifications shall be prepared SIMPLY AND ECONOMICALLY, providing a straightforward, CONCISE description of the respondent's ability to meet the requirements of this RFQ. Emphasis shall be on the QUALITY, completeness, clarity of content, responsiveness to the requirements, and an understanding of Jackson State University's needs.
- 4.1.2 The Statement of Qualifications shall be a maximum of 30 printed and could be entirely adequate with considerably fewer pages. The cover, table of contents, divider sheets, HUB Subcontracting Plan, if any, and Execution of Offer do not count as printed pages.
- 4.1.3 Respondents shall carefully read the information contained in this RFQ and submit a complete response to all requirements and questions as directed. Incomplete Qualifications will be considered non-responsive and subject to rejection.
- 4.1.4 Qualifications and any other information submitted by respondents in response to this RFQ shall become the property of Jackson State University.
- 4.1.5 The Owner will not compensate respondents for any expenses incurred in Qualifications preparation or for any presentations that may be made, unless agreed to in writing in advance or required by law. Respondents submit Qualifications at their own risk and expense.
- 4.1.6 Qualifications that are qualified with conditional clauses, alterations, items not called for in the RFQ documents, or irregularities of any kind are subject to rejection by the Owner, at its option.
- 4.1.7 The Owner makes no representations of any kind that an award will be made as a result of this RFQ, or subsequent RFP. The Owner reserves the right to accept or reject any or all Qualifications, waive any formalities or minor technical inconsistencies, or delete any item/requirements from this RFQ when deemed to be in JSU's best interest.
- 4.1.8 Qualifications shall consist of answers to questions identified in Section 3 of the RFQ. It is not necessary to repeat the question in the Qualifications; however, it is essential to reference the question number with the corresponding answer.
- 4.1.9 Failure to comply with all requirements contained in this Request for Qualifications may result in the rejection of the Qualifications.

4.2 PAGE SIZE, BINDING, DIVIDERS, AND TABS:

- 4.2.1 Qualifications shall be printed on letter-size (8-1/2" x 11") paper and assembled with spiral-type bindings or staples. DO NOT USE METAL-RING HARD COVER BINDERS.
- 4.2.2 Additional attachments shall NOT be included with the Qualifications. Only the responses provided by the respondent to the questions identified in Section 3 of this RFQ will be used by the Owner for evaluation.
- 4.2.3 Separate and identify the response to each of the criteria in Section 3 of this RFQ by use of a divider sheet with an integral tab for ready reference.

4.3 TABLE OF CONTENTS:

- 4.3.1 Submittals shall include a "Table of Contents" and give page numbers for each part of the Qualifications.

4.4 PAGINATION:

- 4.4.1 Number all pages of the submittal sequentially using Arabic numerals (1, 2, 3, etc.); the Respondent is not required to number the pages of any HUB Subcontracting Plan.

END OF REQUEST FOR QUALIFICATIONS