

LINCOLN UNIVERSITY OF MISSOURI REQUEST FOR QUALIFICATIONS (RFQ #DC-2025005)

Design Criteria Consultant Services
for Four Design-Build Capital Projects

Lincoln University of Missouri
College of Agriculture, Health and Human Science

Issued: November 24, 2025

Statements of Qualifications Due: December 9, 2025, 2:00 PM CST

INTRODUCTION

Lincoln University of Missouri (“University”), College of Agriculture, Health and Human Science, invites licensed architectural and engineering firms to submit Statements of Qualifications (SOQ) to serve as Design Criteria Consultant for any or all of the four capital projects listed below. Firms may propose on any individual project, any combination of projects, or all four projects. Separate rankings will be developed for each project. A firm may be selected for one, several, or all projects based on demonstrated qualifications.

This procurement is conducted in accordance with Missouri Revised Statutes §§ 8.285–8.291 (Qualifications-Based Selection). Price will not be a factor in selection; fees will be negotiated with the highest-ranked firm(s) after ranking.

Note on Funding and Compliance: All projects are anticipated to involve federal funding from NIFA/USDA (e.g., 1890 Facilities Grants). Selected firm(s) must comply with applicable federal regulations under 2 CFR Part 200 (Uniform Guidance), including but not limited to procurement standards, equal employment opportunity, Buy American provisions, Davis-Bacon wage requirements (if applicable to construction), property management, and anti-discrimination clauses. Flow-down provisions will apply to subcontractors.

For the FINCA Farm Historic Renovation project, potential compliance with Section 106 of the National Historic Preservation Act (NHPA) and coordination with the Missouri State Historic Preservation Office (SHPO) may be required, pending confirmation of the site's historic status (eligibility for or listing on the National Register of Historic Places). Site Visits: Optional site visits for all projects are available upon request. Contact martinm@lincolnu.edu by December 2, 2025, to schedule. Visits are encouraged for firms proposing on FINCA Farm or Schweich Hall to assess existing conditions.

2. PROJECTS

1. Livestock Handling Facility

New 10,000–15,000 sf teaching/research facility. Est. construction budget: \$2 million.

2. Schweich Hall Basement Renovation

Conversion to science labs/classrooms with MEP/safety upgrades. Est. construction budget: \$1 million.

3. FINCA Farm Historic Renovation

Rehabilitation/adaptive reuse with potential Section 106/SHPO compliance. Est. construction budget: \$1 million.

4. Swine Facility Demolition & Site Restoration

Complete demolition, hazmat abatement (as required), site restoration. Est. construction budget: \$800 thousand.

3. SCOPE OF SERVICES (Common to All Projects)

The selected Design Criteria Consultant(s) shall:

- Develop comprehensive Design Criteria Packages (performance specifications, program, site requirements, budget/schedule constraints, Design-Build RFP evaluation criteria).
- Assist in preparation of Design-Build RFQ and RFP documents.
- Provide independent technical review of Design-Build proposals.
- Attend pre-proposal meetings, interviews, and selection meetings.

Target completion of Design Criteria Packages: March 31, 2026.

The consultant selected for any project is prohibited from joining Design-Build teams on that project.

4. SUBMISSION REQUIREMENTS

1. Submit one (1) printed copy delivered to Allen Hall, 900 Chestnut St, Room 303, Jefferson City, MO 65101 or PDF (≤50 MB) via email to martinm@lincolnu.edu

Subject: "RFQ #DC-2025005 – [Firm Name] – [Project Numbers or "All Projects"]"SOQ must include:

- A. Signed cover letter from a firm principal stating which project(s) the firm is pursuing.
- B. Firm overview and Missouri licensure.
- C. Project-specific experience (3–5 relevant examples per project pursued).
- D. Resumes of proposed key personnel for each project pursued.
- E. Project approach/understanding for each project pursued.
- F. Capacity/current workload disclosure, including a list of ongoing state,

university, or federal contracts (value, scope, and expected completion dates) to demonstrate ability to meet timelines.

G. Minimum three references.

H. Information equivalent to the templates attached as Appendices B–E (one set per project pursued; templates are optional but recommended to ensure consistent presentation of proficiency/experience, project examples, team composition, and references).

I. Signed anti-collusion and conflict-of-interest statement (template in Appendix F).

J. Any proposed exceptions to the University's Standard General Consulting Agreement (attached as Appendix A). Maximum length: 30 pages per project pursued (60 pages max if pursuing all four). One SOQ with clearly labeled sections is preferred.

5. EVALUATION CRITERIA (per project)

1. Specialized experience & technical competence on similar project type (40%)
2. Past performance on similar projects (25%)
3. Capacity to perform in required timeframe (20%)
4. Proximity/familiarity with area and University (10%)
5. Quality/responsiveness of SOQ (5%)

Top firms for each project will be interviewed (week of January 5–9, 2026).

6. TENTATIVE SCHEDULE

Design Criteria Consultant Selection

- RFQ Issued November 24, 2025
- Last Day for Questions December 2, 2025
- SOQs Due December 9, 2025, 2:00 PM CST
- Interviews (if required) January 5–9, 2026
- Board of Curators Approval of Consultant Ranking/Contract January 15, 2026
- Consultant Contract Negotiation & Execution February 2026
- Design Criteria Packages Complete March 31, 2026

Projected Downstream Design-Build Procurement Schedule (approximate; subject to change)

- Design-Build RFQ Issued March 2026
- Design-Build Proposals Due May 2026
- Design-Build Selection Recommendation June 2026
- Board of Curators Approval of Design-Build Contract(s) June 2026 (or next scheduled meeting)
- NIFA/USDA Approval of Project Contract (where federal funds are used) July–September 2026
- Notice to Proceed / Construction Start September–October 2026

7. INSURANCE REQUIREMENTS

- Selected firm(s) must maintain the following minimum insurance coverages throughout the contract term and provide certificates of insurance naming Lincoln University as an additional insured prior to contract execution:
- Professional Liability (Errors & Omissions): \$1,000,000 per claim / \$2,000,000 aggregate.
- Commercial General Liability: \$1,000,000 per occurrence / \$2,000,000 aggregate (including products/completed operations).
- Automobile Liability: \$1,000,000 combined single limit per accident.
- Workers' Compensation: Statutory limits as required by Missouri law, with Employers' Liability at \$1,000,000 per accident/disease/policy limit.

Coverage must be with insurers rated A- or better by A.M. Best. See Appendix G for full details.

8. TERMS AND CONDITIONS

- Standard Agreement: The selected consultant(s) must execute the University's Standard General Consulting Agreement (attached as Appendix A). Review and note any exceptions in your SOQ; the University reserves the right to reject non-compliant proposals.
- Addendum Process: Any amendments or addenda to this RFQ will be issued in writing and posted on the University website <https://www.lincolnu.edu/about-lincoln/purchasing/bid-information/index.html>. Firms are responsible for

regularly checking the website for updates; no other notifications will be provided. Addenda must be acknowledged in the SOQ cover letter.

- Questions: Submit in writing only; responses posted by December 4, 2025.
- Equal Opportunity/Affirmative Action: The University complies with all federal/state laws; no discrimination.
- Reservations: The University reserves the right to reject any/all submittals, waive informalities, select multiple firms, or cancel this RFQ. No reimbursement for SOQ preparation costs.
- Governing Law: Missouri law applies.

9. CONTACT & SUBMITTAL

Marquan Martin

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Jefferson City, MO 65101

Email: martinm@lincolnu.edu

Phone: (573) 681-5291

Website: <https://www.lincolnu.edu/about-lincoln/purchasing/bid-information/index.html>

APPENDIX A: STANDARD GENERAL CONSULTING AGREEMENT

[Attached – Lincoln University Standard General Services Agreement document]

APPENDIX B: PROFICIENCY/EXPERIENCE MATRIX TEMPLATE

Complete one matrix per project pursued. List key personnel (rows) and relevant proficiency areas (columns; e.g., Design-Build Criteria Development, Agricultural Facilities, Historic Preservation, Demolition/Environmental). Indicate years of experience or number of similar projects (e.g., "5 yrs" or "3 projects").

Key Personnel Name/Role	Design-Build Criteria Development	Agricultural/Research Facilities	Lab/Classroom Renovations	Historic Preservation (Section 106/SHPO)	Demolition & Site Restoration	Other Relevant Skills
[Name/Role]						
[Name/Role]						
...						

APPENDIX C: PROJECT MATRIX TEMPLATE Complete one matrix per project pursued. List 3–5 example projects (rows) and key personnel involvement (columns). Indicate role (e.g., "Lead Engineer") or "Y/N" for participation.

Example Project Name/Location/Year/Budget	Brief Description	[Personnel 1 Name/Role]	[Personnel 2 Name/Role]	...
[Project 1]				
[Project 2]				
...				

APPENDIX D: TEAM COMPOSITION FORM TEMPLATE

Provide an organizational chart or table showing proposed team structure for each project pursued. Include roles, reporting lines, and subcontractors (if any). Example:

Project: [Project Name]

- Principal-in-Charge: [Name, Firm, Contact]
- Project Manager: [Name, Firm, Contact]
- Lead Architect: [Name, Firm, Contact]
- Lead Engineer: [Name, Firm, Contact]
- Subconsultants (e.g., Historic Specialist): [Name/Firm]
- Reporting Structure: [Brief narrative or diagram, e.g., "Project Manager reports to Principal; all report to University contact."]

APPENDIX E: REFERENCE SUMMARY TEMPLATE

List at least three references per project pursued. Include:

Reference Name	Title/Organization	Phone	Email	Project Referenced	Relationship (e.g., Client/Owner)
[Name]					
[Name]					
...					

APPENDIX F: ANTI-COLLUSION AND CONFLICT-OF-INTEREST STATEMENT

[Template text: "I certify that this SOQ is made without prior understanding, agreement, or connection with any competing firm... No conflicts of interest exist... Signed:

[Name/Title/Date]"