



January 15, 2026

**Request for Qualifications (RFQ)**

To select a Designer for:

**Student Event Center  
SBC 166/011-xx-2026  
Tennessee Tech University  
Cookeville, Tennessee**

Tennessee Tech University, on behalf of the State of Tennessee, is issuing this RFQ to obtain a Designer interested in providing full design services for the programming, design, contract documents, and construction administration of the Student Event Center project. TTU intends to enter into an agreement with a Designer that will deliver programming and design services enabling construction of a facility having the highest possible quality within the available funding and the required schedule. Qualifications Statements in response to this RFQ shall be submitted in accordance with the requirements provided herein.

**Summary of Project:**

The proposed new Student Event Center is envisioned as a multi-functional expansion of the University Center functions. The facility will be sited at the south end zone of Tucker Stadium Overall Field, just north of the Volpe Library.

The 63,000 square foot facility will house the university bookstore, a secondary main campus kitchen for catering and campus support, and three food services venues with dining space on the lower floor. The upper level will feature a 750- seat banquet hall which is dividable into multiple configurations. The banquet hall will be unique with its ability to provide a view northward into the stadium setting. The banquet hall will be flanked by smaller conference rooms and large gathering spaces to support all the meeting spaces.

Initial design concepts envision a two-story building that is contextual with the Georgian vernacular of the campus when viewed from the campus on the west, south and east sides. The north side of the building is envisioned to transform into a more technologically advanced and distinctly contemporary expression to be complimentary to the new Football Stadium.

The banquet hall is envisioned to have shades at a fully glazed north wall to reveal to the banquet hall users a view to the stadium. Upon exiting the banquet area, it is envisioned that the users of the facility could transition to a balcony terrace overlooking the football field and then transition down a series of viewing levels to ultimately exit at the field level. These elevated terraces are envisioned to provide a unique and adaptable student experience for viewing football games and other events.

The site will initially maintain the majority of the existing parking at the north side of the Volpe Library, however, it is envisioned that the parking lot will ultimately be replaced with a landscaped courtyard to provide a more appropriate foreground for the Event Center when sufficient replacement parking is developed elsewhere. The initial site design will provide an outdoor gathering space on the west end of the event center with a service court for delivery and trash functions on the east end.

The new Student Event Center is anticipated to have the construction manager selection process completed during the beginning of schematic design. The projected maximum construction cost is \$50,554,350. The project budget includes demolition of the existing Tucker Stadium video board and installation of a new video board at the north end of Overall Field. The project construction budget includes a 5% contingency. The overall project budget including fees, equipment, and inflation is \$63,700,000.

TTU estimates sixteen months for design and 20 months for construction. Design firms are encouraged to comment whether or not this schedule seems appropriate for this project scope.

### **Required Designer Services:**

Design firms will be retained and will operate under standard Tennessee Tech University Office of Capital Projects and Planning procedures, Tennessee Board of Regents procedures, State Building Commission policy and Designer Agreement requirements. More information can be found on the TTU Capital Projects and Planning website:

<https://www.tntech.edu/capital-projects/>

The designer will provide Services as defined by the SBC-6 and SBC-6a dated July 2025. These documents are available on the Office of the State Architect website:

<https://www.tn.gov/osa/general-information/forms---contracts.html>

NOTE: Funding for this project includes bond funding obtained through the Tennessee Secondary School Bond Authority (TSSBA). TSSBA guidelines require the Tennessee Board of Regents to write the designer's contract and process payments due to the bond funding. TBR will provide limited management and oversight of this project to the extent required by the TSSBA.

The design and construction of this project will meet the High Performance Building Requirements (HPBr). The HPBr is available at this website:

<https://www.tn.gov/content/tn/osa/capital---real-estate/capital-projects/high-performance-building-requirements--hpbr-.html>

Services generally required for the complete project are included in the Basic Services, except for programming. There are no extraordinary or unique requirements in the building. We are not requiring consultants for each discipline/category of services. We expect the selected design firm to provide and coordinate these services as they deem appropriate for this project.

The selected designer will be required to develop an architectural program for the project. Programming will be paid as Additional Services.

A Construction Manager / General Contractor (CM/GC) method of construction delivery is proposed for this project. The designer may participate as an advisor in the selection of the CM/GC and will coordinate and work with the CM/GC to deliver a project in compliance with the program and within the funding allocated for the project.

As a part of Basic Services the designer will provide a workable layout of typical furnishings. Final design and specifying interior furnishings are not a part of Basic Services.

<https://www.tntech.edu/capital-projects/sbc-capital/rfp-rfq.php>

#### **Business Arrangements and Staff Locations:**

TTTU prefers a single Design Firm as Designer with business partners and consultants that serve under the Design firm. Firms submitting Qualification Statements as a Joint Venture will need to have a current Tennessee business license as a Joint Venture and similar projects completed as the Joint Venture.

When providing information on the designer, consultants and staff, the address of the firms and the staff members should reflect the physical location of the consultants and staff providing the services for this project. Any support staff in other locations should be clearly identified in the proposal. Registration through the website of the Office of the State Architect is required for all projects and must be completed before expressing interest through submitting responses to Letters of Interest (LOI) or responses to Requests for Qualifications (RFQ) for a project.

<https://www.tn.gov/osa/capital---real-estate/2018-designer-registration--now-open-.html>

#### **Schedule of Events:**

<b>RFQ SCHEDULE OF EVENTS</b>		
The Owner may adjust this schedule as it deems necessary. The Owner will communicate any adjustment to the Schedule of Events by a special post to the TTU website under RFP – RFQ. All times listed are central time and all dates listed are TTU business days.		
<b>Event</b>	<b>Time</b>	<b>Date</b>
TTU Posts RFQ on Website		1/15/2026
Pre-Proposal Conference Call (Optional)	2:00 p.m.	1/20/2026
Written Question Deadline	4:30 p.m.	1/22/2026
TTU Responds to Written Questions		1/30/2026
<b>Proposal Deadline</b>	<b>2:00 p.m.</b>	<b>2/12/2026</b>
TTU Evaluation Complete		3/18/2026
Finalists for Interview Notified		3/23/2026
<b>Designer Short List Interviews</b>		<b>3/31-4/2/2026</b>
Information Available for State Architect		4/10/2026
Executive Subcommittee of the State Building Commission		4/20/2026

#### **RFQ Communications:**

Interested parties must direct all communications regarding this RFQ to the following RFQ Coordinator, who is TTU's official point of contact. Email is the preferred form of communication.

Ms. Jody Webb, RFQ Coordinator  
Capital Projects and Planning  
Tennessee Tech University  
Facilities and Business Services Building, Room 116

Mailing address: P.O. Box 5011  
Cookeville TN 38505

Street Address: 220 W. Tenth Street  
Cookeville TN 38501

931-372-3524 [jwebb@tntech.edu](mailto:jwebb@tntech.edu)

Only TTU's official written responses and communications shall be considered binding with regard to this RFQ. Additional information and answers will be issued as an Addendum and posted on TTU's Capital Projects and Planning website, under RFP/RFQ. The website link is:

<https://www.tntech.edu/capital-projects/sbc-capital/rfp-rfq.php>

Each Proposer shall assume the risk of the method of dispatching any communication to TTU. TTU assumes no responsibility for delays or delivery failures resulting from the method of dispatch. "Postmarking" of a communication or proposal shall not substitute for actual receipt of a communication by TTU.

#### **Pre-Proposal Virtual Meeting:**

Participation in the pre-proposal virtual meeting is not mandatory, but strongly recommended. The time and date for the meeting are included in the schedule of events. Send an email request to the RFQ Coordinator at least one day before the meeting and a TEAMS link will be provided via email. Include in the subject line **Request for RFQ TEAMS Meeting Link**.

#### **Submittal Deadline:**

To be considered the RFQ must be received by the deadline in the schedule of events at the location listed below:

Capital Projects and Planning Office  
Tennessee Tech University  
Facilities and Business Services Building  
Room 116  
220 W. Tenth Street  
Cookeville TN 38501

#### **Submittal Format:**

The RFQ response shall be on standard 8 ½" x 11" paper. Maximum number of pages not to exceed 50 including pages with photos, dividers, charts, spreadsheets and appendices. Include a one-page transmittal letter and a table of contents. Pages with print on both sides will be counted as two pages. Number all pages and follow the information structure provided with clear identification of each information section. The RFQ response should be bound with wire or plastic binder so the open document will lay flat. Hard covers, 3 ring binders, sleeves, and other unique presentations features are discouraged.

Submit ten bound copies and a single digital file in a searchable PDF format on a flash drive. Submittal package should be marked as follows:

Qualification Statement  
Innovation Center Residence Hall  
Tennessee Technological University  
Submitted By: <<Firm Name>>

## RFQ Evaluation

Through this RFQ, TTU seeks to obtain the most qualified design services for the project. TTU reserves the right, at its sole discretion, to request clarification of a response(s) to the RFQ.

### Qualifications Statement Required Information and Scoring Maximum Total Score: 100 points

#### A. Design Firm Information: (Pass/Fail)

- A.1 Provide the firm's name, address, phone number, firm's website
- A.2 Describe the firm's form of business (i.e., individual, sole proprietor, corporation, non-profit corporation, partnership, limited liability company) and provide the name, e-mail address, mailing address and telephone number of the primary contact for the firm.
- A.3 On a single page, provide a summary list of all project participants. Include the name of the primary firm and each consultant along with their area of responsibility and the name of each key staff member to be associated with the project.
- A.4 Provide a statement of whether the firm, its consultants or any individual who shall perform work under the contract has a possible conflict of interest and, if so, the nature of that conflict.

[https://www.tn.gov/content/dam/tn/statearchitect/documents/SBC\\_POLICY\\_MASTER.pdf](https://www.tn.gov/content/dam/tn/statearchitect/documents/SBC_POLICY_MASTER.pdf)

- A.5 Provide a statement that confirms all consultants identified in C.2b and as required to complete this project are included in the Basic Services for this project. This statement must be signed by a principal of the submitting firm.

#### B. Qualifications and Experience: (60 points)

- B.1 Describe the firm's credentials to deliver the services needed for this project. Provide an overview of your firm's expertise with projects of similar type, complexity and scope. Provide a list of current projects on which your firm is committed, the status and what services are being provided.

**Maximum: 10 points**

- B.2a Provide information on up to five of the firm's design services projects that have been completed within the last five years and that are of similar type, scope, and complexity. Include the following information:
  - Extent of services provided
  - The Designer's and Consultants key personnel for each project
  - Completion date and dollar value of construction
  - A reference (Owner representative) for each project including contact name, address, telephone number, email address. The Owner may contact references given as well as any other source available.

- Photographs for each project
- Describe how each project relates to the program for this project

B.2b For consultants that are included as part of the firm's team, provide information on up to five of the key consultants' projects that are unique and related to this project that have been completed within the last five years and that are of similar type, scope, and complexity. Include the information defined in B.2a.

**Maximum B.2: 25 points**

B.3 Provide the resumes of key firm and consultant personnel who shall be assigned to this project, their work location and describe their proposed role and time commitment to this project. Provide each individual's current position with the firm or consultant, years with the firm, education, licensing, professional credentials, and similar project experience.

**Maximum: 15 points.**

B.4 Provide a matrix showing the relationship between the projects (B.2) and the key firm and consultant personnel (B.3). Show projects in columns and personnel in rows.

**Maximum: 10 points.**

### **C. Technical Services: (40 points)**

C.1 Describe how the firm will approach and document the various aspects of the project: Identify unique capabilities that your firm / team bring to this project. Provide the firm and consultant office location(s) that will be supporting this project. If the firm and/or consultants have multiple locations serving this project describe how personnel from each location are involved.

**Maximum: 10 points**

C.2a Define all the services that will be included by the team. Explain how the firm will address the various elements of the project including: programming, planning, design, architectural and engineering services, special requirements of the project, contract documents, specifications, software, graphics, ADA/Accessibility, cost estimating, value engineering, sustainability, etc. that will be needed to complete this project.

C.2b For specialty consultants that are included as part of the firm's team, explain the specific duties of the consultant(s) and the extent of work that may be required of the consultant(s). Include information of various elements as identified above as appropriate.

Complete the matrix to show the level of participation of each discipline for each phase of the project that the designer may be providing. All disciplines are considered Basic Services. The total effort for each phase should total 100% allocated appropriately between each discipline for each phase. You may add or delete rows as needed.

Discipline – Architectural, Mechanical, Electrical, Plumbing, etc.	Program	SDP	DDP	CDP	Const.	Close- Out
<b>Total</b>						

**Maximum C2: 15 points**

- C.3 Provide an organizational chart for this project illustrating lines of authority and specific staff proposed for this project. The chart shall include the key personnel of the firm and Basic Service consultants with their responsibility / duties identified in detail. If specialty consultant(s) will be used, include them in the chart and a designation that they are specialty consultants.

**Maximum: 10 points**

- C.4 Describe how the firm will implement a quality assurance program to minimize the potential for construction changes. Describe how the firm will provide an estimate of probable cost that are reasonably accurate at each stage of the design. Describe how the firm will work with the CM/GC to deliver a project in the budget. Provide a preliminary schedule for this project identifying the time appropriate for each phase.

**Maximum: 5 points**