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July 13, 2022

**Request For Qualifications (RFQ)**

To select a Designer for:

**Johnson Hall Renovation and Foster Hall Demolition**

**SBC 364/011-xx-2022**

**Tennessee Tech University**

**Cookeville, Tennessee**

Tennessee Tech University, on behalf of the State of Tennessee, has issued this RFQ to obtain a Designer interested in providing full design services for the design, contract documents, and construction administration of the Johnson Hall Renovation and Foster Hall Demolition project. TTU intends to enter into an agreement with a Designer that will deliver design services enabling the renovation 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:**

Johnson Hall is home of the College of Business and its four academic units: Accounting and Business Law; Economics, Finance, and Marketing; Decision Sciences and Management, and Graduate Studies. This four-story building was constructed in the late 60’s, was occupied in 1970, and contains 68,171 gross square feet. The building has undergone several classroom updates in the last decade and a new roof was installed in 2021. The existing MEP systems serving Johnson Hall have exceeded their life expectancy; therefore, they need replacement and upgrades. Other renovations and updates required include, but are not limited to, asbestos abatement, updated finishes (walls, floors, ceilings), enlarged elevator, new fixtures in restrooms, doors/hardware, and window replacement.

Foster Hall is a four-story building with monolithic slab and beams, concrete columns, steel roof structure and contains 60,743 square feet. The building was occupied in 1964 and housed the Chemistry department. Chemistry moved into the new Laboratory Sciences Building in the Fall of 2020. The building has primarily been vacant since that time. Asbestos containing materials are present throughout the building. The presence of lead-based paint is not confirmed but likely based on test results of similar age buildings on campus.

Chilled water lines serving Johnson and Pennebaker Halls pass through Foster Hall. It is anticipated rental chillers will be required to provide cooling to these buildings while the demolition of Foster Hall and utility relocations occur. In addition to the chilled water lines, other utility relocations will be required including steam, telecom, fiber optic (ITS). Once design is underway it’s possible other utility relocations may be identified.

A portable chemical storage building is located adjacent to Foster Hall. Removal of this building will be included in the demolition scope. The building is 8’0” w x 24’0” l x 8’0” h.

The targeted construction cost, including demolition and utility relocations, is $27,025,575 with a maximum allowable construction cost of $29,610,630. Ideally, the project schedule will allow Johnson Hall to be occupied and ready for use prior to the start of 2025 Fall semester.

**Required Designer Services:**

Design firms will be retained and will operate under standard Tennessee Tech University Office of Capital Projects and Planning 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 May 16, 2016. These documents are available on the Office of the State Architect website:

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

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. A detailed program has been completed. Program verification will be required and is to be included in basic services. The program document can be found on the TTU Capital Projects and Planning website:

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

There are no known 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.

A Construction Manager / General Contractor (CM/GC) method of construction delivery is proposed for this project. The designer will 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 basic layout of furnishings. Final design and specifying interior furnishings are not a part of basic services.

**Business arrangements and staff locations:**

TTU 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:**

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| **RFQ SCHEDULE OF EVENTS**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. |
| **Event** | **Time** | **Date** |
| TTU Posts RFQ on Website |  | July 13, 2022 |
| Pre-Proposal Virtual TEAMS Meeting (Optional) Submit an email request for the TEAMS meeting invitation link at least one day before the conference call. | 2:00 p.m.  | July 20, 2022 |
| Written Question Deadline | 4:30 p.m. | July 27, 2022 |
| TTU Responds to Written Questions |  | August 3, 2022 |
| **Proposal Deadline** | **2:00 p.m.** | **August 17, 2022** |
| Information Available for State Architect |  | October 14, 2022 |
| Executive Subcommittee of the State Building Commission |  | October 24, 2022 |

**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 Office 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

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 Office Building, Room 116

220 W. Tenth Street

Cookeville TN 38501

**Submittal Format:**

The RFQ response shall be on standard 8 ½” x 11” paper, with a minimum font size of 10. 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 presentation 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

New Tucker Stadium West

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>

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**

Please submit no more than ten project examples.

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, as appropriate for this project. Required disciplines/services shall be determined by the design firm. The total effort for each phase (column) should total 100% allocated appropriately between each discipline. You may add or delete rows as needed.

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| **Discipline – Architectural, Mechanical, Electrical, Plumbing, etc.** | **Program** | **SDP** | **DDP** | **CDP** | **Const.**  | **Close-Out** |
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| **Total** |  |  |  |  |  |  |

**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. Specialty consultants are not to be interpreted as additional services. Please refer to page 2.

**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.**