

STATE OF TENNESSEE
DEPARTMENT OF GENERAL SERVICES, STATE OF TENNESSEE REAL ESTATE ASSET
MANAGEMENT



**DESIGNER
REQUEST FOR QUALIFICATIONS (“DRFQ”)
AMENDMENT TWO**

**FOR THE PROJECT TITLED:
Exhibit Designer - New Tennessee State Museum
SBC #529/050-01-2015**

DATE: September 08, 2015

1. This RFQ Schedule of Events updates and confirms scheduled RFQ dates.

EVENT	TIME (central time zone)	DATE (all dates are state business days)	Updated/Confirmed
1. DRFQ Issued		August 25, 2015	Confirmed
2. Disability Accommodation Request Deadline		August 26, 2015	Confirmed
3. Pre-Response Conference	2:00 p.m.	September 2, 2015	Confirmed
4. State response to 1 st set of written “Questions & Comments”		September 3, 2015	Confirmed
5. Notice of Intent to Respond Deadline		September 3, 2015	Confirmed
6. State response to 2 nd set of written “Questions & Comments”		September 8, 2015	Confirmed
7. Written “Questions & Comments” Deadline	2:00 p.m.	September 8, 2015	Confirmed
8. State response to 3 rd set written “Questions & Comments”		September 11, 2015	Confirmed
9. RFQ Technical Response Deadline	2:00 p.m.	September 17, 2015	Confirmed
10. State Completion of Technical Submittal Evaluations		September 24, 2015	Confirmed
11. State Issues Notice of Short-Listed Respondents		September 25, 2015	Confirmed
12. Interviews with Short-Listed Respondents		October 5 & October 6, 2015	Confirmed
13. Fee Proposal Deadline	2:00 p.m.	October 9, 2015	Confirmed
14. State Issues Notice of Intent to Negotiate and Commences Negotiations		October 12, 2015	Confirmed
15. Executive Subcommittee Approval Sought		October 19, 2015	Confirmed
16. Contract Award		October 30, 2015	Confirmed

2. State responses to questions and comments in the table below to amend and clarify this DRFQ.
 Any restatement of DRFQ text in the Question/Comment column shall NOT be construed as a change in the actual wording of the DRFQ document.

QUESTION / COMMENT	OWNER'S RESPONSE
1 Will the Pre-Response Conference attendee and call-in list be made available?	<p>Yes, the attendee lists have been posted to the website below:</p> <p>http://tn.gov/generalservices/article/projects-requiring-designers</p>
2 During yesterday's conference, it was mentioned that a TN business license was required. It is my understanding that as a professional service firm with firm principals holding active architectural licenses issued by the State of TN, we are not required to have a business license. Please confirm my architecture licenses number in place of a business license number on Attachment G will be acceptable.	<p>The Tennessee Business License referred to is obtained from the city or county within which the business will be conducted, and in this case can be obtained from the Davidson County Clerk's office, which has the application on its website.</p>
3 Who makes up the Museum Working Group?	<p>Museum Working Group is defined in section E.9 of the <i>Pro Forma</i> contract that is attached to the DRFQ</p>
4 Within the 50-page limit, can the pages be double-sided?	<p>Yes, the pages can be double sided as long as the total number of pages does not exceed 50, including pages with photos, dividers, charts, spreadsheets, and appendices. PDF file size not to exceed 8 mb.</p>
5 Can the Proposal Package Cover Sheet (Attachment G), be a printed sticker that is filled-in, or, is it preferred that it is a loose sheet in a sleeve that is affixed to the outermost container?	<p>The Proposal Package Cover Sheet (Attachment G) can be a printed sticker as long as it contains all the information as listed on Attachment G, and it is affixed to the outermost container of the proposal.</p>
6 Should all versions of the printed proposals all be bound? If so, is there a preferred binding method?	<p>There is no preferred binding method. All proposals should be organized and include tabs. The responses must address all items detailed and provide, in sequence, the information and documentation as required (referenced with the associated item references). The Respondent must also detail the response page number for each item.</p>
7 For Section B.2 - can more than 3 images be provided? To Confirm, should each Case Study follow the format of the Project Reference form, or, can additional information also be provided?	<p>Responses may contain more than 3 images but respondents do need to be mindful of the total page and file size limits. "</p>
8 Do we need to verify how many addenda have been received within our response? If so, in what section should that information be noted?	<p>"It is the Respondent's responsibility to insure that their Response contains all of the information contained in the request including all addenda and other attachments to the Request. There is no requirement to delineate acknowledgement of each item."</p>
9 I talked to people from both the Department of Revenue and Nashville County Clerk's office and am under the impression that there is no overall state business license, but county or city business licenses instead. Therefore I would need to apply for a Nashville County business license in order to receive the required license for submitting a response to the RFQ. Is this correct?	<p>See response to question #2 above.</p>

QUESTION / COMMENT	OWNER'S RESPONSE
<p>10 Attachment B Section B5. Under a) Business Strategy: Do the contractors mentioned as business enterprises owned by minorities, women, and small business enterprises all need to be registered specifically in the State of Tennessee?</p> <p>Alternatively, can we describe our team that may qualify, but not be otherwise certified?</p>	<p>No, contractors are not required to be registered specifically in the State of Tennessee.</p> <p>We would encourage you to contact the Governor's Office of Diversity Business Enterprise (GoDBE) to register if you believe you may qualify. The contact at GoDBE is Christopher.Cooper@tn.gov.</p>
<p>11 Attachment B Section B5. Under b) Business Relationship: Is it acceptable to list contracts where we are working together on the same project, but separately contracted by the client?</p>	<p>No, only include information for firms that you have subcontracted with.</p>
<p>12 Within the DFRFQ Amendment One Question One, the response states "A Tennessee Business License is required and must be obtained prior to submission of response documentation." According to our research, the process for obtaining a Tennessee Business License in all likelihood will require more time than is afforded by the RFQ Schedule of Events. The timeline could allow for the issuance of a pending "Secretary of State Number" but it is highly unlikely that a Certificate of Authority would be provided prior to September 16th. Could you please confirm if a pending "Secretary of State Number" would satisfy the requirement for submission of the RFQ with official documentation provided as soon as possible?</p>	<p>See response to question #2 above.</p>
<p>13 We note from Attachment G 'Qualifications Package Cover Attachment' that a Business Licence is to be obtained prior to submission of the response documentation. As a foreign-owned company, could you confirm if we have to register for a Business Licence in the State of Tennessee as it is not normally applicable for us to be registered with individual State Departments for the collection of sales and use tax.</p>	<p>See response to question #2 above.</p>