

Designer Letter of Interest

Project: Clover Bottom Roof Replacements

Agency: Intellectual & Developmental Disabilities

Facility: Clover Bottom Campus

Project location: Nashville, Davidson County, Tennessee

Letter of Interest is to be limited to a total of 4 pages. Requested past evaluations, letters of reference, case study and resumes can be in addition to the 4 pages. Submitted information shall address all items below, including completion of Instruction Guide Sheet. Submittal shall be provided as a single PDF and must be received by Midnight CST/CDT.

A. Firm (list info only for the office that will do the work):

Name:

Address:

Phone:

Website:

B. Project Experience

1. Describe up to 5 on-going or recently completed projects of similar type and scope. For each project, include the name and role of the design team members and role of consultants.
 - i. Provide basic information on each of the 5 projects listed, including, scope of work, cost, and completion date.
 - ii. Provide, as an attachment, a single case study on a similar scope project.

C. Project Team

1. Define the roles and qualifications of each staff member proposed for the design team and list their home office location.
2. Define the roles and qualifications of each proposed consultant and list their home office location. Describe your firm's experience with each consultant.
3. Provide, as an attachment, the resumes of key personnel.

D. Project Approach

1. Describes the firm's specific approach to the project scope and type, including firm's familiarity with the area where project is located, and if applicable, reference current or former projects in the area or at the site.
2. Indicate familiarity with/utilization of the State Designers' Manual, its provisions and requirements.
3. Address special design or submission requirements, including utilization of proposed specialty consultants, from the project description if not otherwise covered.
4. Provide, as an attachment, the resumes of key consultants.

E. Workload

1. List current and proposed Firm and specific proposed team members' workload, distinguished by project title, location, phase of project (SDP, DDP, CDP, Bid, Construction, Close-Out, etc.) and amount of time devoted by your firm as a percentage of total available time. Also, list other State Building Commission projects for which you are currently registering interest. Please respond in tabular format.

INSTRUCTION GUIDE SHEET

SBC-6 (Designer Agreement)

Project Manager: Ben Dunn		Date:
State Agency: Department of Intellectual and Developmental Disabilities		
Designer (s):		
Address:		
City, State Zip		
Phone:		Email:
Contact Person:		
Project Title: Clover Bottom Roof Replacements		
Institution: Clover Bottom Campus		
Project Location: Nashville, TN. / Davidson County		
SBC Project No.: 344/003-XX-2016-000032		
A.2 Description (Scope of Work): The project consists of the replacement of the existing roof systems on the One Cannon building and the Carpenter Shop due to partial failure and age. The One Cannon building roof is 15 years old and the Carpenter Shop roof is beyond 20 years old. Project will include all related work. The project will take advantage of reducing energy costs by installing a roof system that is reflective so heat gain is minimized.		
A.2 Maximum Allowable Construction Cost (MACC): \$286,000		
B.3.1	Phases:	Insert the Name of the Phases (Example: Program Phase through Close Out Phase)
		Program through Close Out
	Paragraph No.:	2-1- 1 through 2-1- 41
B.3.1	Lump Sum Amount:	\$ 29,056.00
B.3.1	Direct Expense:	N/A
B.3.3	Principal(s):	
B.3.4 Basic Services	Consultants	Firm
		Principal
		TN License No.
	Structural:	
	Mechanical:	
	Electrical:	
	Architectural:	
	Civil:	
Landscape:		
Other:		
C.1	Professional Liability Insurance:	\$1,000,000.00 (Minimum One Million Dollars)
D.2 Designer's Estimated Design and Construction Time		
Design Development Phase:	<u>75</u>	Calendar Days
Construction Development Phase:	<u>76</u>	Calendar Days
Construction:	<u>120</u>	Calendar Days (Not on Agreement)