

Designer Request for Qualifications

Project: New Tennessee State Museum

SBC No.: 529/050-01-2015

Agency: General Services

Facility: Tennessee State Museum

Project location: Nashville, Davidson County, Tennessee

MACC: \$ 90,000,000.00

The State of Tennessee Real Estate Asset Management (STREAM) issues this RFQ to Designers interested in providing full design services including architectural, engineering, and consulting services for the program validation, design, contract documents, and construction administration. STREAM intends to enter into an agreement with a Designer that will deliver 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 and Required Designer Services:

The New State Museum is expected to be a 130,000 square foot building with planning for future expansion. The anticipated opening date is to be no later than June 2018. The budget for the Project is approximately \$160,000,000.00.

The following documents are available:

[SBC-1](#)

[Programming Documents](#)

[Bicentennial Mall Urban Master Plan](#)

[BIM Standards](#)

[High Performance Building requirements](#)

The selected Designer will contract with the State, which contract will be administered by a State Project Executive, and will work closely with the Project Manager as Agent (PMaA), which will lead the entire Project Team. The Project Team will also be comprised of a Project Manager as Agent which is presently being procured by the State, and Lord Cultural Resources, which is presently under contract with the State and will serve as a museum consultant for the project, but will not serve as a museum design consultant to the Designer. The State also anticipates a museum exhibit designer being later separately procured and added to the Project Team.

The Designer will be compensated for its entire design scope of work at the normal fee established by the State's designer fee schedule, multiplied by a factor of 1.3. The design scope of work will be all inclusive, and the designer will be required to provide all professional design services required for a complete museum project and will be required to include in its basic services fee the cost of all consultants needed to provide all required professional design services, including but not limited to architectural, civil, structural, mechanical, electrical, landscaping, and any other specialty consultants that may be required for the complete project.

Lastly, as a part of basic services, the Designer will be required to provide ongoing coordination with the design of other non-building aspects of the project including but not limited to design and specification of interior furnishings by others and design and specification of exhibits by others.

A Construction Manager / General Contractor (CM/GC) method of construction delivery will be utilized for this project. As a part of basic services 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.

Additional Information:

The project will proceed through design after Designer selection and approval of the Designer by the State Building Commission. The Designer will be retained and managed under standard STREAM procedures and State Building Commission policy and Designer Agreement. See <http://tn.gov/generalservices/topic/designers-consultants>

Business arrangements and staff locations:

STREAM 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.
<http://www.tn.gov/finance/article/fa-osa-designers-info>

Schedule of Events:

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 to all known proposers and also by a special post to the STREAM. All times are Central Time Zone		
Event	Time	Date
Post RFQ on STREAM website		06/26/2015
Written Question Deadline	2:00pm	07/09/2015
STREAM Responds to Written Questions		07/16/2015
Proposal Deadline	2:00pm	07/23/2015
STREAM Written Evaluations Complete		07/30/2015
STREAM Issues Notice of Short-Listed Respondents		07/31/2015
Oral Presentations with Short Listed Respondents		08/10/2015 & 08/11/2015
Information available for State Architect		08/13/2015
Executive Subcommittee of the State Building Commission		08/24/2015

RFQ Communications:

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

STREAMDesigner.Interest@tn.gov

Only STREAM’s official written responses and communications shall be considered binding with regard to this RFQ. Each Proposer shall assume the risk of the method of dispatching any communication to the STREAM. STREAM 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 the STREAM RFQ Coordinator.

Submittal Deadline:

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

STREAMDesigner.Interest@tn.gov

Submittal Format:

The RFQ response shall be in a single PDF. 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, which will not count toward the 50 page limit. PDF file size not to exceed 8mb.

RFQ Evaluation:

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

Evaluation Category	Maximum Points Possible
Written Responses (RFQ Section A-C)	65
Oral Presentations (RFQ Section D)	35

Qualifications Statement Required Information and Scoring:

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.

<http://www.tn.gov/finance/article/fa-osa-contractors-info>

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:

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.

B.2a Provide case studies 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 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.

Qualifications Statement Required Information and Scoring:

B.3 Provide the resumes of key firm and consultant personnel who shall be assigned to this project 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.

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.

C. Technical Services:

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.

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.

Provide a matrix that shows the level of participation of each consultant as outlined below as a percentage of the total project phase. For the standard disciplines of Civil, Structural, Mechanical, Plumbing, Electrical, Interiors, Landscaping, Environmental do not include a percentage as these are expected to be involved in all phases.

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.

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.

C.5 Describe the commitment to and success of the applicant in working collaboratively on projects of this scale. Include a brief statement of the applicant's ability to deliver effective team leadership in complex public project situations.

C.6 What do you see as the most significant challenge in completing this project and how do you propose to addressing this challenge?

Qualifications Statement Required Information and Scoring:

D. Oral Presentations

D.1 Following the written response evaluation, a maximum of the five (5) highest scored Respondents having a written response score of forty-nine (49) points or above will be placed on a “Short List.” A copy of the Short List will be sent to all Respondents. All Respondents on the Short List will be invited to interview with the State evaluation team and its advisors. The Respondent’s interview team should only include the people that will work on this Project.

The Evaluation Team will independently and subjectively assess and score the awarding a maximum of thirty-five (35) points to each Respondent based on the interview.

Each Oral Presentation will be limited to no more than 1.5 hours. The format of the interviews will be:

Item 1 (Respondent Presentation) – Allocated time: 30 minutes

- a) Introductions of team members and structures.
- b) Clarify specific roles of key team members during each phase.
- c) Present one (1) of the case studies submitted in the RFQ response that the Respondent feels best demonstrates the ability to successfully complete this Project.
- d) Why should the State hire your team?

Item 2 (Discussion) – Allocated time: 1 hour

- a) Questions from the State.
- b) Questions / Answers / Discussion.

The points of each Short List Respondent from the Oral Presentation will be added to the Written Response Score to attain each Short List Respondent’s “Final Score”.