

TENNESSEE BUSINESS ENTERPRISES

REQUEST FOR QUALIFICATIONS

**CONTRACTOR SELECTION FOR:
RENOVATION OF WILLIAM R. SNODGRASS
TENNESSEE TOWER FOOD COURT**

NASHVILLE, TENNESSEE

December 2, 2015

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1. INTRODUCTION

The Tennessee Department of Human Services, Division of Rehabilitation Services, Tennessee Business Enterprises (“TBE”) is the designated State Licensing Agency for implementing the requirements of the Randolph-Sheppard Vending Facilities Program in the State of Tennessee pursuant to the Randolph-Sheppard Act of 1974, Chapter 6A of Title 20 of the United States Code, and the Tennessee Blind Vendor Priority Law, Tenn. Code Ann. § 71-4-501 et seq.

TBE has issued this Request for Qualifications (“RFQ”) to define TBE’s minimum service requirements; solicit responses from qualified contractors; and outline the criteria which will be used to evaluate responses to select a contractor to provide general construction contracting services for build and fit-out food vendor facility in the Tennessee Tower Food Court located on the third floor of the William R. Snodgrass Tennessee Tower located at 312 Rosa L. Parks Avenue, Nashville, Tennessee.

1.1. Statement of Procurement Purpose and Current Project Status

Tennessee Business Enterprises (TBE) requests proposals from qualified contractors to provide construction services for the renovation of approximately 1,200 square feet space within the Food Court facility in the Tennessee Tower located on the third floor of the William R. Snodgrass Tennessee Tower, at 312 Rosa L. Parks Avenue, Nashville, Tennessee. TBE will provide the equipment for the contractor to install in the facility.

TBE seeks to contract for the requested services and to give ALL qualified contractors, including those that are owned by minorities, women, Tennessee service-disabled veterans, and small business enterprises, opportunity to do business with TBE.

1.2. Project Location

William R. Snodgrass Tennessee Tower
312 Rosa L. Parks Avenue
Nashville, Tennessee

1.3. Project Description, Expectations, and Objectives

Renovation and build out of approximately 1,200 square feet space in the Tennessee Tower Food Court, including, but not limited to providing:

- all plumbing related items;
- electrical and all electrical systems for the space;
- electrical and support for the point of sales system;
- mechanical systems and all related items;
- fire alarm and sprinkle system for the space, including electrical wiring back to the main fire panel;
- space build out, ceilings, LED lighting and all related work;
- low voltage wiring as required for internet access of the space;
- vendor specified mill work, and finishes; and
- coordination of the installation of equipment.

1.4. Project Construction Budget

Preliminary Estimated Construction Cost for this Project: \$254,512.00

1.5. **Nondiscrimination**

No person shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of a contract pursuant to this solicitation or in the employment practices of the Vendor on the grounds of handicap or disability, age, race, color, religion (subject to *Tennessee Code Annotated*, Sections 4-21-401 and 405), sex, national origin, or any other classification protected by federal, Tennessee state constitutional, or statutory law. The Vendor pursuant to this solicitation shall post in conspicuous places, available to all employees and applicants, notices of nondiscrimination.

1.6. **RFQ Communications**

1.6.1. TBE has assigned the following RFQ identification number that must be referenced in all communications regarding this RFQ:

TBE REQUEST FOR QUALIFICATIONS

1.6.2. **Unauthorized contact about this RFQ with employees or officials of TBE or the State of Tennessee except as detailed below may result in disqualification from consideration under this procurement process.**

Prospective Respondents must direct communications concerning this RFQ to the following person designated as the Solicitation Coordinator:

Doug Rhodes, Solicitation Coordinator
Tennessee Business Enterprises
5010 Linbar Drive, Suite 140
Nashville, TN 37211
doug.rhodes@tn.gov
Telephone (615) 741-7676
FAX # (615) 741-7695

- 1.6.3. Only TBE's official, written responses and communications with Respondents are binding with regard to this RFQ. Oral communications between a State of Tennessee official and one or more Respondents are unofficial and non-binding.
- 1.6.4. Potential Respondents must ensure that TBE receives all written questions and comments, including questions and requests for clarification, no later than the Written Questions & Comments Deadline detailed in the RFQ § 2, Schedule of Events.
- 1.6.5. TBE assumes no responsibility for delay or failure of delivery of Respondent's communication to TBE. Actual or digital "postmarking" of a communication or response to TBE by a specified deadline is not a substitute for actual receipt by TBE of a communication or response.
- 1.6.6. TBE will provide official responses and communications related to this RFQ to prospective Respondents from whom TBE has received a Notice of Intent to Respond.
- 1.6.7. TBE reserves the right to determine, at its sole discretion, the method of conveying official, written responses and communications related to this RFQ. Such communication(s) may be transmitted by mail, hand-delivery, facsimile, electronic mail, Internet posting, or any other means deemed reasonable by TBE.
- 1.6.8. TBE reserves the right to determine, at its sole discretion, the appropriateness and adequacy of responses to written comments, questions, and requests related to this RFQ. Official, written responses from TBE will constitute an amendment of this RFQ.

1.7. Assistance to Respondents with a Handicap or Disability

Prospective Respondents with a handicap or disability may receive accommodation relating to the communication of this RFQ and participating in the RFQ process. Prospective Respondents may contact the Solicitation Coordinator to request such reasonable accommodation no later than the Disability Accommodation Request Deadline detailed in Section 2 of the Schedule of Events.

1.8. Respondent Required Review & Waiver of Objections

1.8.1. Each prospective Respondent must carefully review this RFQ, including but not limited to, attachments, any amendments, for questions, comments, defects, objections, or any other matter requiring clarification or correction (collectively called “questions and comments”).

1.8.2. Any prospective Respondent having questions and comments concerning this RFQ must provide them in writing to TBE no later than the Written Questions & Comments Deadline detailed in the RFQ § 2, Schedule of Events.

1.9. Pre-Response Conference/Site Visit

A Pre-Response Conference/Site Visit will be held at the time and date detailed in Section 4 of the the Schedule of Events. Pre-Submittal Conference attendance is not mandatory and potential Respondents may be limited to a maximum number of attendees depending upon overall attendance and space limitations.

The conference will be held at:

William R. Snodgrass Tennessee Tower
312 Rosa L. Parks Avenue, Third Floor Conference Center
Nashville, Tennessee.37243

The purpose of the Conference/Site Visit is to discuss the RFQ scope of services and conduct a tour of the site. TBE will entertain questions; however potential Respondents must understand that TBE’s response to any question at the Pre-Proposal Conference/Site Visit shall be tentative and non-binding. Potential Respondents should submit questions concerning the RFQ in writing and must submit them prior to the Written Comments Deadline date specified in Section 5 of the Schedule of Events. TBE will send the official response to questions and comments from potential Respondents in accordance with the Schedule of Events.

Attendees may enter the building through the lower plaza level on 7th Avenue between Union Street and Charlotte Avenue. Allow sufficient time to locate vehicle parking and to obtain a visitor’s badge at the security station. Each visitor must present proper photo identification, such as a valid driver’s license.

1.10. Notice of Intent to Respond

Before the Notice of Intent to Respond Deadline (specified in Section 3 of the Schedule of Events), potential Respondents should submit to the Solicitation Coordinator a Notice of Intent to Respond in the form of a simple e-mail or other written communication. Such notice should include the following information:

- the business or individual’s name (as appropriate)
- a contact person’s name and title
- the contact person’s mailing address, telephone number, facsimile number, and e-mail address

A Notice of Intent to Propose creates no obligation and is not a prerequisite for making a proposal; however, it is necessary to ensure receipt of any RFQ amendments or other notices and communications relating to this RFQ.

1.11. Response Deadline

A Respondent must ensure TBE receives its response no later than the Response Deadline time and date specified in Section 7 of the Schedule of Events. A response must respond, as required, to this RFQ (including its attachments) as may be amended. A Respondent’s failure to submit a response before the Response Deadline will result in disqualification of the response. It is the responsibility of the Respondent to ascertain any additional security requirements with respect to packaging and delivery to TBE. Respondents should be mindful of any potential delays due to security screening procedures, weather, or other filing delays whether foreseeable or unforeseeable.

2. SCHEDULE OF EVENTS

2.1. The following is the proposed Schedule of Events for this RFQ.

EVENT	TIME (central time zone)	DATE (all dates are state business days)
1. Request for Qualifications Issued	10:00 AM	December 2, 2015
2. Disability Accommodation Deadline		December 3, 2015
3. Notice of Intent to Respond Deadline	5:00 PM	December 7, 2015
4. Pre-proposal Conference/Site Visit	9:00 AM	December 14, 2015
5. Questions & Comments Deadline		December 16, 2015
6. TBE Response to Questions & Comments		December 18, 2015
7. RFQ Response Deadline	5:00 PM	December 21, 2015
8. State Completion of Technical Response Evaluation		December 22, 2015
9. Notice of Evaluation Issued	11:00 AM	December 23, 2015
10. Instructions to Qualified Contractors Invited to Submit Bids		December 23, 2015
11. Submission of Cost Proposals	5:00 PM	January 7, 2016
12. Projected Start of Construction		January 11, 2016

2.2. **TBE reserves the right, at its sole discretion, to adjust the RFQ Schedule of Events as it considers necessary to procure services.** Any adjustment of the Schedule of Events shall constitute an amendment to the RFQ, which will be communicated by TBE to potential Respondents from whom Notice of Intent to Propose has been timely received.

3. RESPONSE REQUIREMENTS

3.1. **Response Contents: Response to this RFQ should address the following:**

3.1.1. **Phase I**

Mandatory Requirements: This section details the mandatory technical, functional, and experience requirements that must be demonstrated in the response to this RFQ in order to be passed on to Phase II of the Technical Response evaluation. A Respondent must duplicate and use RFQ Attachment 6.1-Section A as a guide to organize responses for the Mandatory Requirements of the RFQ response. The Respondent should reference the page location of the information within the response in the indicated column of the table. This section is included in TBE's evaluation as to whether or not a Respondent meets mandatory qualifications (Phase I).

3.1.2. **Phase II**

General Qualifications & Experience: This section is included in TBE's evaluation of Phase II of the Technical Response Evaluation and details general information and qualifications that must be demonstrated in the response to this RFQ. A Respondent must duplicate and use RFQ Attachment 6.1-Section B as a guide to organize responses for this portion of the RFQ response. The Respondent should reference the page location in the information within the response in the indicated column of the table. The response should be prepared with emphasis on completeness and clarity. A response, as well as any reference material presented, must be written in English on standard 8 ½" x 11" pages (although oversized exhibits are permissible). All response pages must be numbered. All information must be incorporated into a response to a specific requirement and clearly referenced.

Technical Qualifications, Experience & Approach: This section is also included in the evaluation of Phase II of the Technical Response Evaluation and details technical qualifications, experience, and approach items that must be demonstrated in the response to this RFQ. A Respondent must duplicate and use RFQ Attachment 6.1-Section C as a guide to organize responses for this portion of the RFQ response. The Respondent should reference the page location in the information within the response in the indicated column of the table. A response, as well as any reference material presented must be written in English on standard 8 ½" x 11" pages (although oversized exhibits are permissible). All response pages should be numbered.

3.2. **Non-Responsive:** TBE may determine a response to be non-responsive and reject it if:

- a. the Respondent fails to organize and properly reference the Proposal as required by this RFQ and the RFQ Attachment 6.1; or
- b. the Respondent document does not appropriately respond to, address, or meet all of the requirements and proposal items detailed in the RFQ Attachment 6.1.

3.3. **Response Delivery**

A Respondent must ensure that TBE receives a Response to this RFQ no later than the Response Deadline time and dates detailed in the RFQ § 2, Schedule of Events. All responses must be delivered to:

Doug Rhodes, Solicitation Coordinator
Tennessee Business Enterprises
5010 Linbar Drive, Suite 140
Nashville, TN 37211
doug.rhodes@tn.gov

(email electronic copy)
Felicia Thepthongsay
Tennessee Department of General Services
Felicia.Thepthongsay@tn.gov

3.4. Response Format

3.4.1. A Respondent must ensure that the original response meets all form and content requirements detailed within this RFQ.

3.4.2. A Respondent must submit original response documents and copies as specified below.

3.4.2.1. One (1) original Technical Response paper document labeled:

“TBE REQUEST FOR QUALIFICATIONS - ORIGINAL”

and

Three (3) copies of the Technical Response paper documents labeled:

“TBE REQUEST FOR QUALIFICATIONS - COPIES”

and

One (1) copy of the Technical Response in the form of one (1) digital document in “PDF” format properly recorded on its own otherwise blank, standard CD-R recordable disc labeled:

“TBE REQUEST FOR QUALIFICATIONS SUBMITTAL COPY”

Any discrepancy between the paper response document and digital copies may result in the response being rejected as non-responsive by TBE. The original, signed paper document will take precedence.

3.4.3. A Respondent must separate, seal, package, and label the documents and discs for delivery as follows.

3.4.3.1. The Technical Response original document and copy disc(s) must be placed in a sealed package that is clearly labeled:

“DO NOT OPEN... TBE REQUESTS FOR PROPOSAL TECHNICAL RESPONSE FROM [PROPOSER LEGAL ENTITY NAME]”

3.4.3.2. The Response Package Cover Attachment (RFQ Attachment 6.2.A.) must be completely filled in with all pertinent information and affixed to the outermost container of the Technical Response.

3.5. Additional Response Requirements.

3.5.1. A Respondent shall not include the Respondent’s own contract terms and conditions. If a Respondent contains such terms and conditions, TBE may, at its sole discretion, determine the proposal to be a non-responsive counter offer and reject it.

3.5.2. A Respondent shall not restrict the rights of TBE or otherwise qualify either the offer to deliver services as required by this RFQ. If a proposal restricts the rights of TBE or otherwise qualifies either the offer to deliver services as required by this RFQ, TBE, at its sole discretion, may determine the proposal to be a non-responsive counteroffer and reject it.

3.5.3. A Respondent shall not propose alternate services (*i.e.*, offer services different from those requested and required by this RFQ). TBE may consider a proposal of alternate services to be non-responsive and reject it.

- 3.5.4. A Respondent shall not provide, for consideration in this RFQ process or subsequent contract negotiations, incorrect information that the Respondent knew or should have known was materially incorrect. If TBE determines that a Respondent has provided such incorrect information, Respondent's proposal may be determined non-responsive and rejected.
- 3.5.5. A Respondent shall not submit more than one Proposal in response to this RFQ. If a Respondent submits more than one Proposal, TBE may deem all of the proposals non-responsive and reject them.
- 3.5.6. A Respondent shall not submit a proposal as a prime contractor while also permitting one or more other Respondents to offer the Respondent as a subcontractor in their own proposals. Such may result in the disqualification of all Respondents knowingly involved. This restriction does not, however, prohibit different Respondents from offering the same subcontractor as a part of their proposals (provided that the subcontractor does not also submit a proposal as a prime contractor).
- 3.5.7. A contract will not be awarded to:
- a. an individual who is, or within the past six months has been, an employee of TBE or the State of Tennessee or who is a volunteer member of a State board or commission that votes for, oversees or superintends the services being procured in this RFQ;
 - b. a company, corporation, or any other contracting entity in which two percent (2%) or more of the ownership is held by an individual who is, or within the past six months has been, an employee of TBE or the State of Tennessee (this will not apply either to financial interests that have been placed into a "blind trust" arrangement pursuant to which the employee does not have knowledge of the retention or disposition of such interests or to the ownership of publicly traded stocks or bonds where such ownership constitutes less than 2% of the total outstanding amount of the stocks or bonds of the issuing entity); or
 - c. a company, corporation, or any other contracting entity which employs an individual who is, or within the past six months has been, an employee of TBE or the State of Tennessee in a position that would allow the direct or indirect use or disclosure of information, which was obtained through or in connection with his or her employment and not made available to the general public, for the purpose of furthering the private interest or personal profit of any person.

For the purposes of applying the requirements of this RFQ subsection 3.3.7., TBE will deem an individual to be an employee of TBE or the State of Tennessee until such time as all compensation for salary, termination pay, and annual leave has been paid.

4. GENERAL CONTRACTING INFORMATION & REQUIREMENTS

4.1. RFQ Amendment

TBE reserves the right to amend this RFQ in writing at any time. However, prior to any such amendment, TBE will consider whether it would negatively impact the ability of potential Respondents to meet the deadlines and revise the RFQ Schedule of Events if deemed appropriate. If an amendment to the RFQ is issued, TBE will provide notice of the amendment to potential respondents who submitted a Notice of Intent to Respond.

4.2. RFQ Cancellation

TBE reserves the right, at its sole discretion, to cancel the RFQ, or to cancel and reissue this RFQ in accordance with applicable law and rules.

4.3. TBE Right of Rejection

4.3.1. Subject to applicable laws and regulations, TBE reserves the right to reject, at its sole discretion, any and all responses.

4.3.2. TBE may deem as non-responsive and reject any response that does not comply with all terms, conditions, and performance requirements of this RFQ. Notwithstanding the foregoing, TBE reserves the right to waive, at its sole discretion, it considers minor variances from full compliance with this RFQ.

4.4. Assignment & Subcontracting

The Contractor may not subcontract, transfer, or assign any portion of the Contract awarded as a result of this RFQ without prior approval of TBE.

4.5. Insurance

The best-evaluated Respondent must provide evidence of insurance coverage in form and substance acceptable to TBE before entering into a contract, including:

Workers Compensation – Supervisory and Management Staff Only

Auto Liability (state limits) - \$1,000,000 per accident for bodily injury and property damage

General Liability (including operations, products and completed operations - \$5,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.

Employer's Liability - \$1,000,000 per accident for bodily injury or disease.

Course of Construction - Completed value of the project with no coinsurance penalty provisions.

Failure to provide evidence of insurance coverage is a material breach and grounds for termination of the contract negotiations.

4.6. Contract and Bond Requirements

The contractor agreement (AIA A101-2007) will be entered between TBE and Contractor, at which time Contractor will be required to furnish a performance bond and payment bond bearing original signatures, upon the forms provided by TBE. The performance and payment bonds shall be in an amount equal to one hundred percent (100%) of the contract sum and secured from a company that meets the requirements

specified in the requisite forms. Any bonding requirements for subcontractors will be specified in the contractor agreement.

4.7. **Time of Completion and Delay Remedy**

The Work shall be Substantially Complete by May 9, 2016, with Final Acceptance May 31, 2016. Contractor agrees to pay liquidated damages in the amount of \$250.00 per day for each day after expiration of the Contract Time until the Contractor achieves Substantial Completion in accordance with the Contractor Agreement, if Contractor's delay makes the damages applicable. The provision for liquidated damages is: (a) to compensate TBE for delay only; (b) is provided for herein because actual damages can not be readily ascertained at the time of execution of this Contractor's Agreement; (c) is not a penalty; and (d) shall not prevent the TBE from maintaining claims for other non-delay damages, such as costs to complete or remedy defective Work.

No action shall be maintained by the Contractor, including its or Subcontractor or suppliers at any tier, against TBE or the State of Tennessee for damages or other claims due to losses attributable to hindrances or delays from any cause whatsoever. The Contractor may receive a written extension of time, signed by TBE, in which to complete the work under the Contractor Agreement in accordance with the General Conditions.

4.8. **Professional Licensure and Department of Revenue Registration**

- 4.6.1. Respondents shall comply with the provisions of the Contractors Licensing Act of 1994, as currently amended (Tenn. Code Ann. § 62-6-101, *et seq.*).
- 4.6.2. A Respondent shall be a licensed Contractor in the State of Tennessee. Appropriate Tennessee Contractor License(s) are required, and demonstration of current licensure in Tennessee must be provided with a proposal. The Contractor must maintain licensure during the period of this Contract, and shall notify TBE of any changes in status of licensure.
- 4.6.3. Before the response to this RFQ is submitted, the apparent successful Respondent (and Respondent employees and subcontractors, as applicable) must hold all necessary, appropriate business and professional licenses to provide service as required. TBE may require any Respondent to submit evidence of proper licensure.
- 4.6.4. Respondent shall complete the Response Package Cover Sheet, Attachment 6.2.A. of this RFQ, which must be affixed to the outside of the package containing the response. The dollar limit on the license must be sufficient to support the preliminary estimated construction cost for this Project.
- 4.6.5. Before the Contract resulting from this RFQ is signed, the apparent successful Respondent must provide proof of registration with the Tennessee Department of Revenue for the collection of Tennessee sales and use tax, or documentation from the Department of Revenue that the Contractor is exempt from this registration requirement. (For purposes of this requirement, the Department of Revenue may be contacted at: TN.Revenue@tn.gov.)

4.9. **Disclosure of Response Contents**

- 4.7.1. All materials submitted to TBE in response to this RFQ shall become the property of TBE, regardless of whether the response is selected or rejected, and may be open to public inspection in accordance with Tennessee law and rules.
- 4.7.2. TBE will hold all response information, including both technical and cost information, in confidence during the evaluation process. Notwithstanding the foregoing, a list of actual Respondents submitting timely responses may be available to the public, upon request, after technical responses are opened.

4.10. **Contract Approval and Contract Payments**

- 4.8.1. TBE shall only be liable for payment work done by the Contractor during the term of the Contract in accordance with the terms and conditions of the Contract.
- 4.8.2. If any provision of the Contract provides direct funding or reimbursement for the competitive purchase of services or items to be delivered to TBE as a component of contract performance or otherwise provides for the reimbursement of specified, actual costs, TBE will employ all reasonable means and will require all such documentation that it deems necessary to ensure that such purchases were competitive and costs were reasonable, necessary, and actual. The Contractor shall provide reasonable assistance and access related to such review. Further, the TBE shall not remit, as funding or reimbursement pursuant to such provisions, any amount(s) which it determines did not result from a reasonably competitive purchase or do not represent reasonable, necessary, and actual costs.

5. **PROCUREMENT PROCESS & CONTRACT AWARD**

5.1. **Evaluation Categories & Maximum Points**

- 5.1.1. The evaluation process is designed to determine those Qualifications Submittal Documents having the highest total scores. The RFQ Coordinator will use RFQ Attachment 6.1., Qualifications & Submittal Guide, to manage the evaluation and maintain evaluation records.

The RFQ Coordinator will review each Qualifications Submittal to determine compliance with RFQ requirements (refer to RFQ Attachment 6.1.). If the RFQ Coordinator determines that submitted documents may have failed to meet one or more of the RFQ requirements, the Evaluation Team (made up of three (3) or more State of Tennessee employees) will review the submitted documents and record its determination of whether: 1) the Qualifications Submittal meets requirements for further evaluation; 2) the TBE will request clarifications or corrections; or, 3) TBE will determine the Qualifications Submittal as non-responsive to the RFQ and reject it.

TBE will consider qualifications, experience and approach, in the evaluation of proposal. The maximum points that may be awarded for each of these categories are detailed below.

Each category is weighted as follows and one hundred (100) points is the maximum total number of points which may be awarded:

EVALUATION CATEGORY	MAXIMUM POINTS POSSIBLE
General Business Requirements (refer to RFQ Attachment 6.1., Section A)	Pass/Fail
Qualifications & Experience (refer to RFQ Attachment 6.1., Section B)	50 Points
Project Approach (refer to RFQ Attachment 6.1., Sections C)	50 Points

- 5.1.2. This competitive Best Value Type 1 selection process is separated into two parts: a Qualifications submittal (containing Qualifications, Experience, and Project Approach) and a bid.

Part One: Qualifications Submittal documents must attain a combined normalized minimum score of seventy-five (75) points for a Contractor to be offered opportunity to bid.

Part Two: Bids will only be considered for those Contractors invited to submit bids.

- 5.1.3. Contractors invited to submit bids may be limited to the three (3) highest scoring Qualifications submittals in Part One, who's Qualifications have attained the normalized minimum combined score of seventy-five (75) points.
- 5.1.4. Contractors shall be responsive to the bidding requirements provided in the project documents, and TBE bidding procedures.
- 5.1.5. The Contractor with the lowest bid in accordance with Part Two will be considered the apparent low bidder for contract award pending review by TBE.
- 5.1.6. TBE reserves the right, at its sole discretion, to request clarification of Qualifications Submittal Documents or to conduct clarification discussions with any or all Contractors responding to the RFQ. Any such clarification or discussion may be limited to specific sections of the submitted documents identified by TBE. The subject Contractor shall submit any resulting clarification in writing as may be required by TBE.
- 5.1.7. TBE reserves the right to receive an oral presentation from, or conduct interviews with Contractors responding to the RFQ. Oral presentations and the number of firms interviewed are at the sole discretion of TBE. Presentations or interviews will be scheduled by TBE and included as a component of Qualifications Submittal Documents.
- 5.1.8. The evaluation of Qualifications Submittal Documents concludes with determination of the submitted Qualifications Submittal having the highest total scores.
- 5.1.9. TBE will issue an Evaluation Notice to identify the apparent high scoring Qualifications Submittal Documents on the date detailed in the RFQ Schedule of Events. The Evaluation Notice shall not create rights, interests, or claims of entitlement in either the RFQ participant with apparent best-evaluated Qualifications Submittal Documents or any other RFQ participant.

QUALIFICATIONS & EVALUATION GUIDE

SECTION A: GENERAL BUSINESS REQUIREMENTS. The Respondent shall address all items detailed below and provide, in sequence, the information and documentation as required (referenced with the associated item references). The Respondent shall also detail the proposal page number for each item in the appropriate space below.

The RFQ Coordinator will review the proposal to determine if the General Business Requirement Items are addressed as required and mark each with Yes (Y) or No (N). For each item that is not addressed as required, the Proposal Evaluation Team shall review the proposal and attach a written determination. In addition to the General Business Requirement Items, the RFQ Coordinator will review each proposal for compliance with all RFQ requirements.

RESPONDENT LEGAL ENTITY NAME:			
Proposal Page # (Respondent completes)	Item Ref.	Section A— General Business Requirements	TBE Use Only
			Responsive Y/N
		The Technical Response must be delivered to TBE no later than the Technical Response Deadline specified in the RFQ § 2, Schedule of Events.	
		The Technical Response must not contain cost or pricing information of any type.	
		The Technical Response must not contain any qualifications or restrictions of the rights of TBE.	
		A Respondent must not submit alternate responses.	
		A Respondent must not submit multiple responses in different forms (as a prime and a subcontractor).	
		Responsive to document layout details. Section and subsections partitioned with tabbed separation sheets. Tabs are labeled accordingly.	
	A.1.	Qualifications Submittal delivered as: One (1) original and three (3) printed copies <u>and</u> One (1) digital document in PDF format properly recorded on its own otherwise blank, standard CD-R recordable disc.	
	A.2.	<u>Response Package Cover Sheet:</u> The outermost container displays Contractor Licensing information, with the Respondent’s State of Tennessee Contractor’s License Number, Classification, Expiration Date, and License Limit. (Please refer to Attachment 6.2.A.). The dollar limit on the license is sufficient to support the preliminary estimated construction cost for this Project. (Refer to Section 1.4 of this RFQ)for this Project. (Refer to RFQ Section 1.4.)	
	A.3.	<u>Conflict of Interest:</u> Provide a statement, based upon reasonable inquiry, of whether the Respondent or any individual who shall perform work under the	

RESPONDENT LEGAL ENTITY NAME:			
Proposal Page # (Respondent completes)	Item Ref.	Section A— General Business Requirements	TBE Use Only
			Responsive Y/N
		contract has a possible conflict of interest (<i>e.g.</i> , employment by the State of Tennessee) and, if so, the nature of that conflict. NOTE: Any questions of conflict of interest shall be solely within the discretion of TBE.	
	A.4.	Provide a statement of whether the Respondent or, to the Respondent's knowledge, any of the Respondent's employees, agents, independent contractors, or subcontractors, proposed to provide work on a contract pursuant to this RFQ, have been convicted of, pled guilty to, or pled <i>nolo contendere</i> to any felony. If so, include an explanation providing relevant details.	
	A.5.	Provide a statement of whether, in the last ten (10) years, the Contractor has filed (or had filed against it) any bankruptcy or insolvency proceeding, whether voluntary or involuntary, or undergone the appointment of a receiver, trustee, or assignee for the benefit of creditors, and if so, an explanation providing relevant details.	
	A.6.	Provide a statement of whether there is any material, pending litigation against the Respondent that the Respondent should reasonably believe could adversely affect its ability to meet contract requirements pursuant to this RFQ or is likely to have a material adverse effect on the Respondent's financial condition. If such exists, list each separately, explain the relevant details, and attach the opinion of counsel addressing whether and to what extent it would impair the Respondent's performance in a contract pursuant to this RFQ. NOTE: All persons, agencies, firms, or other entities that provide legal opinions regarding the Respondent must be properly licensed to render such opinions. The TBE may require the Respondent to submit proof of such licensure.	
	A.7.	Provide certificates of insurance (ACORD) documenting insurance coverage specified in Section 4.5. of this RFQ.	
	A.8.	Provide a statement and any relevant details addressing whether the Respondent: (a) is presently debarred, suspended, proposed for debarment, or voluntarily excluded from covered transactions by any federal or state department or agency; (b) has within the past three (3) years, been convicted of, or had a civil judgment rendered against the contracting party from commission of fraud, or a criminal offence in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or grant under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false	

RESPONDENT LEGAL ENTITY NAME:			
Proposal Page # (Respondent completes)	Item Ref.	Section A— General Business Requirements	TBE Use Only
			Responsive Y/N
		<p>statements, or receiving stolen property;</p> <p>(c) is presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses detailed above; and</p> <p>(d) has within a three (3) year period preceding the contract had one or more public transactions (federal, state, or local) terminated for cause or default.</p>	
<i>State Use – RFQ Coordinator Signature, Printed Name & Date:</i>			

End of Section A

QUALIFICATIONS & EVALUATION GUIDE

SECTION B: GENERAL QUALIFICATIONS & EXPERIENCE. The Respondent must address all items detailed below and provide, in sequence, the information and documentation as required (referenced with the associated item references). The Respondent must also detail the proposal page number for each item in the appropriate space below. Proposal Evaluation Team members will evaluate and assign one score for all responses to Section B— General Qualifications & Experience Items.

RESPONDENT LEGAL ENTITY NAME:		
Proposal Page # (Respondent completes)	Item Ref.	Section B— General Qualifications & Experience Items
	B.1.	Provide a brief statement indicating your firm’s credentials to deliver the services required by this RFQ. Include your firm’s license information, number of employees, type of client base, and location of offices. Name the location of the office that is providing services. (The contractor selected for this Project should have direct, recent experience in food service construction in an occupied building.)
	B.2.	Provide a brief summary with regard to no more than three (3) projects for which your firm served as general contractor of similar scope and complexity, completed or being constructed by your firm. (Please use the Project Reference Form (RFQ Attachment 6.2.B.).
	B.3.	Provide a personnel roster listing the names of key people who the Respondent will assign to perform tasks required by this RFQ along with the estimated number of hours that each individual will devote to the required tasks on the project..
	B.4.	Detail the name, e-mail address, mailing address, telephone number, and facsimile number of the person who should be contacted by TBE regarding the response.
	B.5.	Describe the Respondent’s form of business (<i>i.e.</i> , individual, sole proprietor, corporation, non-profit corporation, partnership, limited liability company) and business location (physical location or domicile).
	B.6.	Detail the number of years the Respondent has been in business.
		SCORE (for <u>all</u> Section B—Qualifications & Experience Items above): (maximum possible score = 50)
<i>State Use – Evaluator Identification:</i>		

QUALIFICATIONS & EVALUATION GUIDE

SECTION C: TECHNICAL QUALIFICATIONS, EXPERIENCE & APPROACH. The Respondent must address all items detailed below and provide, in sequence, the information and documentation as required (referenced with the associated item references). The Respondent must also detail the proposal page number for each item in the appropriate space below. Proposal Evaluation Team members will evaluate and assign one score for all responses to Section C— General Qualifications & Experience Items.

RESPONDENT LEGAL ENTITY NAME:		
Proposal Page # (Respondent completes)	Item Ref.	Section C— Technical Qualifications, Experience & Approach Items
	C.1.	Provide a narrative that illustrates the Respondent’s understanding of TBE’s requirements and project schedule.
	C.2.	Provide a narrative that illustrates how the Respondent will manage the project, ensure delivery of services, and accomplish required objectives within TBE’s project schedule.
	C.3.	Describe how your firm implements quality control throughout the construction phases.
		SCORE (for <u>all</u> Section C—Qualifications & Experience Items above): (maximum possible score = 50)
<i>State Use – Evaluator Identification:</i>		
<i>State Use – RFQ Coordinator Signature, Printed Name & Date:</i>		

RESPONSE PACKAGE COVER SHEET

**TENNESSEE TOWER FOOD COURT
NASHVILLE, TENNESSEE**

Tennessee Contractor License Information

Any blank spaces may cause Proposal to be unacceptable and rejected.

*Provide contractor license number, expiration date, and classifications for Respondent as applicable and in accordance with State of Tennessee licensing law.
Provide all names as used for licensing or other legal transactions.*

Respondent

Identification:

Respondent _____

Address _____

Tennessee Contractor License information:

License Number _____

License Classification(s) applicable to Project _____

License expiration date _____ \$ _____
Dollar Limit

Project Reference Form

Project #

Utilize project reference forms with Section B, Qualifications and experience, of the Qualifications and Evaluation Guide.

RESPONDENT NAME:	
Agency Name: _____	
Address: _____ City: _____ State: _____ Zip: _____	
Contact Person's Name: _____ Title: _____	
Phone: _____ E-Mail: _____	

Project Information:

Project Title:	
Project Location (City, State):	
Construction Start Date:	
Construction Completion Date:	
Project Square Footage (New):	
Project Square Footage (Renovation):	
Dollar Value of Construction: \$	
Project Manager:	
Project Manager:	
Other Key Personnel (Project Lead and Team Members)	

PROPOSAL SCORE SUMMARY MATRIX

	<i>Respondent Name</i>		<i>Respondent Name</i>		<i>Respondent Name</i>	
GENERAL QUALIFICATIONS & EXPERIENCE (Q&E) (maximum: 50)						
<i>Evaluation Team Member 1</i>						
<i>Evaluation Team Member 2</i>						
<i>Evaluation Team Member 3</i>						
	AVERAGE:		AVERAGE:		AVERAGE:	
TECHNICAL QUALIFICATIONS, EXPERIENCE & PROJECT APPROACH (PA) (maximum: 50)						
<i>Evaluation Team Member 1</i>						
<i>Evaluation Team Member 2</i>						
<i>Evaluation Team Member 3</i>						
	AVERAGE:		AVERAGE:		AVERAGE:	
TOTAL PROPOSAL EVALUATION SCORE: (maximum: 100)						
<i>RFQ Solicitation Coordinator Signature, Printed Name & Date:</i>						

The Average of the scores of all evaluators for the Q & E+PA will be totaled, and then these raw scores will be normalized to give the highest raw score the maximum points. The formula is:

$$\frac{\text{Average Score Total Q\&E+PA}}{\text{Highest Average Score Total Q\&E+PA}} \times \text{Maximum Points}$$

Calculations shall result in numbers rounded to two decimal places.