



REQUEST FOR QUALIFICATIONS

PROFESSIONAL SERVICES

Allen Morgan Interior Renovations

Posted March 27, 2024

Trezevant Episcopal Home, Inc. dba Trezevant (Trezevant) desires qualifications from architectural firms, with principals licensed in the State of Tennessee, interested in and capable of providing Design and Construction Administration Services for the Project noted above and described below:

This project involves the renovation and update of the Skilled Rehabilitation Unit (the Rehab Unit) comprising the entire first floor (~21,000 SF) of a three-story facility known as the Allen Morgan Health and Rehabilitation Center on the campus of Trezevant Retirement Community, 177 North Highland Street, Memphis, TN 38111.

Typical scope includes new finishes, replacement of lighting, plumbing fixtures, and typical furnishings for the areas in the Rehab Unit listed below:

- Resident rooms
- Resident corridors
- Nursing station including the proposed location and design
- Common dining areas
- Reception area & Lobby of HRC
- Rehabilitation center and support services, including a therapy gym and occupational therapy area
- Laundry room
- Medical records
- Infection Control Unit(s), including programming space
- Mail area

I. The Submission Process

This invitation is limited to architectural and engineering firms with at least one principal licensed in the State of Tennessee. If your firm wishes to be considered for the work, please submit one (1) hardcopy original and one (1) additional copy on USB flash drive in PDF format containing the following:

1. Letter of Interest and Professional Qualifications specifically including the following:
 - a. Names and resumes of the individuals that your firm (or organization) proposes to assign to this project, which should include but would not be limited to the following:
 - i. Principal to be in charge,
 - ii. Project architect,
 - iii. Key personnel, and
 - iv. Subconsultants.
 - b. Documentation of the firm's record of similar projects. Photographs and other evidence may be included as supporting material.
 - c. Additional information can be included in the proposal, as determined by the firm to be instrumental in the proposal.

Limit 12 (8-1/2 x 11) single sided pages total, inclusive of cover letter and all supporting material. Assemble with spiral-type bindings or staples. **DO NOT USE METAL-RING HARD-COVER BINDERS.**

Additional attachments not specified shall NOT be included in the Qualifications.

The deadline for written questions on the RFQ is April 3, 2024. Send questions by email to kphillips@trezevantmanor.org.

The Response to this RFQ must be submitted to:

Trezevant

177 N. Highland St.

Memphis, TN 38111

Attn: Kent Phillips, CEO

Submissions must be received before 2:00 P.M. (Local Time) on April 12, 2024. Responses received later than this date and time, or received via facsimile or other electronic means, will not be considered. Responses may be modified or withdrawn prior to the established due date.

The Proposer will absorb all costs incurred in the preparation of a response or statement of qualifications.

All Submissions will be treated with the utmost confidentiality. Non-winning Submissions will be destroyed.

II. The Selection Process

Trezevant will review each Proposal of Qualifications and select the successful firm from the proposals received.

The selection process will proceed as follows:

1. Receive Proposals of Qualifications from those firms requesting consideration.
2. Review of Proposals of Qualifications and make selection of firms to be considered.
Proposals will be scored based on the following:
 - a. Previous experience working with Trezevant.
 - b. Projects of similar scope.
 - c. Experience working with the Tennessee Department of Health on licensed space.
 - d. Project team proposed.
 - e. References.
 - f. Other information as described in this RFQ.
3. Interviews may be conducted with those firms selected. If interviews are conducted, they will be scheduled upon completion of the selection process.
4. Following any interviews, a decision will be made, and notifications will be sent to each firm announcing Trezevant's selection of a successful firm.