



STATE OF TENNESSEE
DEPARTMENT OF GENERAL SERVICES

**REQUEST FOR PROPOSALS # 32101-072722-KB
AMENDMENT # 3
FOR THE TENNESSEE STATE MUSEUM STORAGE
FACILITY SERVICES**

DATE: JUNE 1, 2023

RFP # 32101-072722-KB IS AMENDED AS FOLLOWS:

1. This RFP Schedule of Events updates and confirms scheduled RFP dates. Any event, time, or date containing revised or new text is highlighted.

EVENT	TIME (central time zone)	DATE
1. RFP Issued		April 17, 2023
2. Disability Accommodation Request Deadline	2:00 p.m.	April 20, 2023
3. Pre-response Conference	9:00 a.m.	April 25, 2023
4. Notice of Intent to Respond Deadline	2:00 p.m.	April 27, 2023
5. Written "Questions & Comments" Deadline	2:00 p.m.	May 4, 2023
6. State Response to Written "Questions & Comments"		May 12, 2023
7. Site Visit/Walkthrough	9:00 a.m.	May 18, 2023
8. Written "Questions & Comments" Deadline – ROUND 2	2:00 p.m.	May 19, 2023
9. Amendment to revise Schedule of Events		May 25, 2023
10. State Response to Written "Questions & Comments" – ROUND 2		June 1, 2023
11. Response Deadline	2:00 p.m.	June 16, 2023
12. State Schedules Respondent Oral Presentation		June 22, 2023
13. Respondent Oral Presentation	8 a.m. - 4:30 p.m.	June 26-30, 2023
14. State Completion of Technical Response Evaluations		July 5, 2023
15. State Opening & Scoring of Cost Proposals	2:00 p.m.	July 6, 2023
16. Negotiations	4:30 p.m.	July 7-12, 2023

17. State Notice of Intent to Award Released <u>and</u> RFP Files Opened for Public Inspection	2:00 p.m.	July 18, 2023
18. End of Open File Period		July 25, 2023
19. State sends contract to Contractor for signature		July 27, 2023
20. Contractor Signature Deadline	2:00 p.m.	August 1, 2023
21. Performance Bond Deadline	4:30 p.m.	August 1, 2023

2. State responses to questions and comments in the table below amend and clarify this RFP.

Any restatement of RFP text in the Question/Comment column shall NOT be construed as a change in the actual wording of the RFP document.

RFP SECTION	PAGE #	QUESTION / COMMENT	STATE RESPONSE
		1 Is the vendor responsible for moving the shelves that the objects are stored on currently?	Yes. The shelving will need to be moved to the new facility and the packed objects placed, see Statement of Procurement Purpose, 1.1.1. And Technical Response & Evaluation D.8 if State Museum staff are needed.
		2 Is the vendor to assume crating is only necessary for objects that require such for safe transportation and the museum will continue to store its collection as it is in its current state, or would the Tennessee State Museum like to have crates built for long-term storage?	To clarify, crating is not a terminology used in the RFP. Please refer to the Statement of Procurement Purpose, 1.1.1. It is expected that the objects will be appropriately packed for long-term storage, safely transported, and placed in the new facility. If the vendor utilizes a transport container this would remain with the vendor. It is the responsibility of the vendor to provide methodology for estimates for collection mapping (size, material types, material fragility, etc.) and space calculation. See RFP Attachment 6.2.-Section C, Item C.3.
		3 If Tennessee State Museum would like long-term storage crates for certain objects, how does the vendor know which object will require a long-term crate?	To clarify, crating is not a terminology used in the RFP. Please refer to the Statement of Procurement Purpose, 1.1.1. It is expected that the objects will be appropriately packed for long-term storage. It is the responsibility of the vendor to provide methodology for estimates for collection mapping (size, material types, material fragility, etc.) and space calculation. See RFP Attachment 6.2.-Section C, Item C.3.
		4 The RFP states there is one loading dock but does not specify the access to the loading dock for trailers. Is there enough room at the loading dock to back a 53-foot trailer to the dock door or will a smaller box truck be necessary? What is the height of the dock, or is the dock at road level?	The dock at the existing facility (the Polk Building) can accommodate a tractor trailer at a standard height truck dock. The dock entry/trailer loading area is sloped down approximately the same four feet as the dock height. Other facilities have various dock or similar configurations that can also accommodate a tractor trailer in different ways.

			The dock at the new facility will be able to accommodate a tractor trailer as well, but rather than a standard height dock, there will be a dock lift that can be used to offload deliveries.
		5	Is the vendor responsible for taking down the high-density storage racks that the paintings are currently hung on? Is the vendor responsible for setting up the high-density storage racks for the paintings at the new facility?
		6	Are the wagons, automobiles, and carriages able to be rolled on their wheels or will they need to be lifted and moved with their wheels set stationary?
		7	What is the best method to estimate the number of objects by size (small through extra-large) as well as dimensions for each piece? This can have a significant impact on resource planning.
		8	Considering there has been some packing done by the Tennessee State Museum, how much of the collection will be packed prior to commencement? Is this packing accounted for in the total number of pieces to relocate that was listed in the RFP?
		9	Is there a layout available for the current facility and what is stored in each room as well as a plan and layout for the new space?
		10	How much more detail is available about the specific items that will be moved? There are several unusual and large items that may require special handling or special equipment. The extent of the special handling and equipment will impact the estimate.
		11	Where artifacts are too large to remove from where they are stored in the building, such as the fire truck, how will any walls be removed or the building modified to allow the artifact to be moved out?

		<p>What needs to happen with the artifacts that are currently in cases?</p> <p>12 a. Can they be left in the cases for moving, or do they need to be packed and moved separately?</p> <p>b. Are the cases being moved?</p> <p>c. Are there other storage related items, such as the various shelving types that need to be moved as well?</p>	<p>a. No. Due to the fragility of certain artifacts, objects will need to be prepared, packed and moved separately from the cases. See Pro Forma Contract, section Description of Facilities and Project and A.4.b QAP. d.& l.</p> <p>b. Yes. Cases that stored artifacts will be moved and artifacts unpacked and placed to the cases.</p> <p>c. Yes. The large shelving units and specialty storage units throughout the James K. Polk building which are in good condition are to be moved.</p>
		<p>13 Are there any items that may require the artifacts to be curated, stabilized, or mounted by the mover in such a manner as that would result in the crating or packing to be left with and stored as a part of the artifact?</p>	<p>No. Curation will not be required of the vendor as a part of the basic requirements of the RFP. However, stabilization could be required based on preparing an artifact for the move. The vendor may identify items during the development of the Project Management Plan that may require additional care of like manner. The State at its sole discretion may request that this additional work be performed by the vendor, or the State may have this work done separately. The cost of such work will be determined and agreed upon prior to the start of the related work. Objects are expected to be appropriately prepared and packed for long-term storage.</p> <p>See Pro Forma Contract, section A.3 for Description of Facilities and Project and A.4.b QAP. d Requirements.</p>
		<p>14 Hours Available to work per day?</p>	<p>The museum will work with the selected vendor to approve a project work schedule. Expectations for number of hours worked each day is to be included by the vendor. See RFP Attachment 6.2.-Section C, Item C.2</p>
		<p>15 Time frame from start to finish?</p>	<p>Estimated project timeline – refer to Statement of Procurement Purpose 1.1.1.</p>
		<p>16 Are the state workers doing the labeling in the packaged boxes?</p>	<p>It is the expectation that the vendor, in consultation with museum staff, will label the collection boxes as outlined in Statement of Procurement Purpose 1.1.1. and RFP Attachment 6.6.-Pro Forma Contract, Section A.4.b. QAP d details.</p>
		<p>17 Will the safes be unlocked and emptied?</p>	<p>It depends, if the safe is an artifact it will follow the plan for artifact movement. If the safe contains artifacts it will be unlocked. Then, it is the responsibility of the respondent to provide methodology for estimates for collection mapping. See RFP Attachment 6.2.-Section C, Item C.3.</p>
		<p>18 Are we moving the common areas?</p>	<p>This RFP is for objects that are a part of the TSM Collection. Items in common areas will not be moved to the new facility. See also RFP Attachment 6.6.-Pro Forma Contract, section A.3.e for Description of Facilities and Project.</p>

		19 Pre-move can all artifacts be photographed with their current damages?	Artifacts can be photographed in consultation with museum staff.
		20 Are we allowed to keep our equipment onsite during the move?	Yes.
		21 Will the bid be a flat rate bid?	Yes. Vendors are expected to provide a lump sum cost for each milestone on the Cost Proposal.
		22 After starting the project can change orders be submitted?	In lieu of change orders, during RFP Attachment 6.6.-Pro Forma Contract, section A.5.a - for TSM Project Milestones, if updates are identified the vendor may propose an amendment to account for those changes. The State will review amendment approval.
		23 Will you all provide a copy of all questions from Respondents and also their response to each for RFP Timeline #6.	All Written Questions and Comments will be provided. Round 1 was already provided with Amendment 1. Round 2 questions and responses are provided in this document Amendment 2. During the Open File Period of the solicitation other responses will be available for review.

3. **RFP Amendment Effective Date.** The revisions set forth herein shall be effective upon release. All other terms and conditions of this RFP not expressly amended herein shall remain in full force and effect.