



STATE OF TENNESSEE
DEPARTMENT OF GENERAL SERVICES

**REQUEST FOR PROPOSALS # 32101-072722-KB
AMENDMENT # 1
FOR THE TENNESSEE STATE MUSEUM STORAGE
FACILITY SERVICES**

DATE: MAY 12, 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. State Response to Written "Questions & Comments" – ROUND 2		May 25, 2023
10. Response Deadline	2:00 p.m.	June 1, 2023
11. State Schedules Respondent Oral Presentation		June 6, 2023
12. Respondent Oral Presentation	8 a.m. - 4:30 p.m.	June 12-16, 2023
13. State Completion of Technical Response Evaluations		June 21, 2023
14. State Opening & Scoring of Cost Proposals	2:00 p.m.	June 22, 2023
15. Negotiations	4:30 p.m.	June 23-28, 2023

16. State Notice of Intent to Award Released <u>and</u> RFP Files Opened for Public Inspection	2:00 p.m.	July 5, 2023
17. End of Open File Period		July 12, 2023
18. State sends contract to Contractor for signature		July 14, 2023
19. Contractor Signature Deadline	2:00 p.m.	July 18, 2023
20. Performance Bond Deadline	4:30 p.m.	July 18, 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 Can a copy of the Pre-Response Conference presentation be provided?	Yes, please see attached presentation in email correspondence.
		2 Can we do a walkthrough of the space? After reviewing the RFP in great detail, we do not believe that we can accurately provide accurate pricing without a walkthrough If a walkthrough is granted, we would ask to have the deadline to respond extended as the walkthrough would precede the due date in too short of a time frame If a walkthrough and extension could be granted, we are willing to participate. Otherwise, we will have to decline responding	Yes, please see updated Schedule of Events and Site Visit/Walkthrough Memo.
RFP ATTACHMENT 6.2. SECTION A ITEM A.6. RFP ATTACHMENT 6.2. SECTION B ITEM B.18. RFP ATTACHMENT 6.4.	22, 26, 34	3 Our Company has completed a number of contracts with the Tennessee State Museum and one with the Department of General Services. All the work we have completed from 2016 to present that relates to the qualifications and experience needed in this RFP has been with the State of Tennessee. Therefore, we cannot supply our primary references, as they are all involved in the RFP. Sections where this will be problematic are A.6, B.18 and RFP Attachment 6.4. We can supply references from parties involved in some of the projects but not the main client as they are connected to the RFP. Could you please advise as to what would be an appropriate response to those sections.	A.6 – there are other options than a letter of reference provided. B.18 and attachment 6.4 – references must not be from current or former state employees, but they may be older than 2016.

RFP ATTACHMENT 6.2. SECTION A ITEM A.7.	22	4 Relating to item reference A.7.A our previous projects with the Tennessee State Museum and General services has required Workers compensation and employers liability insurance listed in paragraph (i) There have been no previous requirements on TSM projects to have (ii) - (v). Our company and the roles performed were assessed by the state risk management in 2017 and the level of insurance outlined in paragraph (i) was what was only required. Is a request to negotiate the requirements to only be paragraph (i) something the state would entertain.	The insurance amounts provided have been thoroughly vetted and must be provided as specified.
RFP ATTACHMENT 6.2. SECTION A ITEM A.8.	23	5 Relating to item reference A.8. Due to the size of our company and the level of assets it is very questionable that our company would be able to acquire a Performance Bond and deliver it to the State. We have never been required to supply a Performance Bond in any previous contracts and this would most likely exclude us from the bidding process if we were unsuccessful in acquiring one. Therefore, we request that this be removed from the requirements in section A. and any subsequent sections.	It is not the intent of the State to exclude anyone from this solicitation but due to the scale of this work, and the size and value of the collection, a performance bond was deemed necessary for this contract.
		6 Why does Tennessee State Museum need to move the objects?	The Tennessee State Museum is moving these objects because a new facility is being constructed for the purpose of storing these items
		7 What is the address of Tennessee State Museum's new facility?	The new facility is not constructed yet, so no actual address exists. The approximate address will be 751 R.S. Gass Blvd, Nashville, TN 37216
		8 Which objects are not in the Tennessee State Museum? Are they all in Tennessee? Do we have addresses for where those objects are stored?	Addresses for all locations are listed in A.2.h. of the contract. Most objects are currently housed at the James K. Polk building.
		9 Would we have access to Tennessee State Museum's collection database?	Yes, the successful respondent will be able to work with museum staff to access the collection database.
		10 Are we responsible for updating item locations in Tennessee State Museum's collection database?	The successful respondent will be responsible to work with museum staff to update the collection database, listing objects in transit and in their new location.
		11 Does clean up include removing current storage cabinets?	No. Cleaning up will not involve removing any structures that are not a part of the collection or related storage items.

		12 Do we need to mark which information is confidential to the vendor? Will that information be released as part of the public RFP review?	State Confidential information will not be released as a part of the public RFP. Confidential information will be shared with the successful vendor that the vendor must maintain as confidential. Vendor Technical Responses will be part of the State's Open File and/or Public Records Request.
		13 The contract specifies objects are to be moved from three locations within Nashville and within a fourth location at James K. Polk building. Are inventory lists of the items at each location available, or can the State specify an approximate percentage of items that would require movement within the current facility at James K. Polk building v.s. between facilities?	Approximately 90% of the objects to be moved are located at the James K. Polk building. All objects at the James K. Polk building are in ground level or below floors that are controlled by the museum.
		14 Is it preferred that movement from each facility occur concurrently, or in phases in line with the construction schedule? Are any details available regarding the timing for the construction schedule, if the spaces intended to house the collection are to be completed in phases, and are maps or layouts of these spaces available?	The successful respondent will work to determine the sequence and phases of moving objects during the planning phase of the work. The construction schedule is expected to be approximately 17 months plus approximately 4 months of clean-up and commissioning from July 2023. This schedule may change due to unforeseen circumstances.
		15 Does each location have its own managing curator and registrar overseeing their portion of the collection move and documentation? Or will there be one primary curator and registrar managing the movement from all locations?	The Respondent is to determine methodology for how many staff will be needed from the museum. The museum will assign staff as needed to coordinate with and oversee the move operations. This is not assigned per location.
		16 Will any state or museum-owned equipment (ex. forklifts, material lifts, pneumatic carts, a-frames) be available for use at any location?	Existing museum owned equipment that exists at a given location may be used by the successful respondent in the performance of the work. The successful respondent will be responsible for the use of such equipment and its return in similar condition to the State.
RFP ATTACHMENT 6.6. PRO FORMA CONTRACT SECTION A.4.b.i	42	17 Section A.4.b.i of the contract scope describes a requirement for inspection of all items for the quality assurance plan to be developed by the contractor. Is there a preference to the level of inspection and documentation required for all objects? Would full condition reports of all items be required at collection and delivery?	Level of inspection and documentation shall be sufficient to determine that an object has been maintained in its current condition and has not been damaged due to its packing, transport, placement, and possible unpacking.
		18 Are any pre-existing object records available to cross-reference the condition of all items at various phases of the project?	The successful respondent will have access to the museum database, which contains object records, with the assistance of museum staff.
		19 Are all items at each location currently documented and inventoried within an existing registration system?	Yes, and the successful respondent will be able to work with museum staff to access the collection database.

	20	To what level would the State prefer any systems used by the Contractor for planning the movement, labeling, documentation, or placement of all items at the New Facility integrate with the State's existing software and systems?	The successful respondent will be required to work with museum staff to keep up to date within the museum's existing database, the location and placement of all objects as they are transported and placed in the new location.
	21	Would any provisions for a guided site visit to view the assets at the locations be possible prior to submission of the proposal?	Yes, please see updated Schedule of Events and Site Visit/Walkthrough Memo.

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.