

The University of Memphis
REQUEST FOR QUALIFICATIONS (RFQ)
June 12, 2024

To recommend selection of a DESIGNER to the State Building Commission for:

Business and Economics Renovation
SBC number 367/007-01-2024

State of Tennessee
The University of Memphis
Memphis, Tennessee

The University of Memphis (UoM) issues this RFQ to Designers interested in providing architectural, engineering, and consulting services for Program Verification, Schematic Design, Design Development, Contract Documents, Construction Administration, and Close-Out. The University intends to enter into an agreement with a Designer that will deliver design services enabling renovation of an existing facility having the highest possible quality within the available funding and the required schedule. Design will require review and approval by the Tennessee Historical Commission as the building is over fifty years old. Qualification Statements in response to this RFQ shall be submitted in accordance with the requirements provided herein. All design firms must be registered with the Office of the State Architect through their website. All design work shall utilize SBC approved contract forms and procedures, and meet the requirements of the State Designer's Manual, the State High Performance Building Requirements (HPBr), and University of Memphis Design Standards, see <https://www.memphis.edu/cpd/> For more information.

Summary of Project and Required Designer Services:

Renovation of the existing Fogelman College of Business and Economics facility will be Phase 1. Phase 2 will consist of a new building addition, and will utilize the selected designer from this RFQ. A design contract supplement will be issued for the Phase 2 portion of the project.

The base renovation scope for Phase 1 is focused on addressing the operational needs of the existing buildings and providing general enhancements to the appearance of the facility. Major systems will be replaced, while utilizing existing mechanical rooms. This includes replacement of the existing air handlers and transformer, but existing ductwork will be reused to the extent possible. Similarly, the existing chiller plant will require modifications, and a new boiler added. Interior lighting will be replaced throughout with new LED fixtures

Architecturally, the base renovation scope will entail replacement of existing flooring, painting of existing walls, and replacement of ceilings throughout both buildings. Reconfiguration (demolition of interior partitions / installation of new drywall partitions) will be required in some areas.

As budget will allow, scope will also include the following:

Exterior Façade Enhancements (if approved by THC)

Redesign of Main Building Entry at east façade, and window fenestrations at all facades.

Existing Restroom Renovations

Demo the existing restrooms at the admin wing on levels 1, 2, & 3. Reconfigure the entry to these restrooms to meet ADA (see plans). Install new plumbing fixtures, partitions, toilet

accessories, and finishes (porcelain tile on wet walls and floors).
Restroom core in Classroom Building
Provide a new restroom core on each level as indicated on the plans.

The maximum allowable construction cost for Phase 1 (MACC) is \$33,949,300 including costs for interior demolition, all building renovation, environmental abatement, structural modifications as required, upgrades/replacement of all major building systems, site improvements, landscaping, utility connections, built-in equipment, information technology, audio visual systems, interior signage, and security features.

The maximum allowable construction cost (MACC) for the future proposed Phase 2 is \$36,750,000.

Both phases of work will be done under one CM/GC.

All architectural, civil, electrical, fire protection, landscape architecture, mechanical, plumbing, structural, , security, audio visual, graphics, cost estimating, and other needed design services as required for the MACC of the complete project shall be included in the basic services fee. Commissioning, environmental survey (including abatement design and CA) will not be included in the basic design services fee.

As a part of basic services, the designer will provide a workable basic layout of interior furnishings and moveable equipment as required by the Designer's Manual. Designer shall compile bid packages for both furnishings and moveable equipment under a separate task from the basic services.

After the designer of record is selected and approved by the State Building Commission, the University and Design team will jointly select a commissioning agent and environmental consultant.

See the accompanying posted Program Information, SBC-1.

Additional Information:

This project will utilize funding with a combination of state and private sources. The Designer will be retained and managed under standard University of Memphis and State Building Commission policy and Designer Agreement. The initial Designer Agreement will be for Program Verification, Schematic Design, Design Development, and Construction Documents. A contract amendment will be issued for Bidding and Negotiation, Construction Administration, and Close-Out.

A Construction Manager / General Contractor (CM/GC) method of construction delivery will be utilized for this project. The Designer will participate as an advisor in the selection of the CM/GC.

Business arrangements and staff locations:

The University prefers a single 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. 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/OSA/designerInfo.shtml>

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 U of M website under RFP - RFQ		
Event	Time	Date
Post RFQ on U of M website	3:00 PM CT	6/12/2024
Pre Proposal Conference Call Interested parties need to submit an email request for the phone number at least one day before the conference call.	10:00 AM CT	6/24/2024
Written Question Deadline	2:00 PM CT	6/26/2024
U of M Responds to Written Questions	2:00 PM CT	7/1/2024
Proposal Deadline	2:00 PM CT	7/3/2024
UoM Interviews (optional)	TBD	TBD
UoM Evaluation Complete	2:00 PM CT	7/10/2024
Information available for State Architect	2:00 PM CT	7/12/2024
Executive Subcommittee of the State Building Commission	11:00 CT	7/22/2024

RFQ Communications:

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

[Mark T Longfellow](#)

Mark T Longfellow – RFQ Coordinator
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901-678-1732

Only the U of M official written responses and communications shall be considered binding with regard to this RFQ. Additional information and answers will be issued as an Addendum and posted on the U of M website, under RFP/RFQ. Each Proposer shall assume the risk of the method of dispatching any communication to the U of M. The U of M 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 U of M.

Pre-Proposal Conference Call:

Participation in the pre-proposal conference call is not mandatory, but strongly recommended. The time and date for the conference call are included in the schedule of events.

Send an email request to the RFP Coordinator at least one day before the conference call and the phone number and access code will be provided via email.

Submittal Deadline:

To be considered, the RFQ must be received by the deadline in the schedule of events at the location listed below:

The University of Memphis
Purchasing Department
Attention: Mark Thomas
Administration Bldg, Room 115
3720 Alumni Drive Memphis, TN 38152-3370

Do not submit responses earlier than the day due.

Submittal Format:

The RFQ response shall be on standard 8 1/2" x 11" paper. Maximum number of pages shall not to exceed 50 including pages with photos, dividers, charts spreadsheets and appendices. Include a one-page transmittal letter and a table of contents. Pages with print on both sides will be counted as two pages. Number all pages and follow the information structure provided with clear identification of each information section.

Submit seven bound copies and a single digital file in a searchable PDF format on a flash drive. Submittal package should be marked as follows:

Qualification Statement
Mynders Hall Renovation
The University of Memphis
Submitted By: <<Firm Name>>
Contact: <<Contact Person Name, Address, Telephone Number>>

RFQ Evaluation

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

The UoM may interview up to three selected firms that have responded to this RFQ. The evaluation team will utilize the interviews to validate scoring of the RFQ's and will make a recommendation to the State Building Commission.

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 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/OSA/documents/SBCPolicyMASTER.pdf>

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.
Maximum B.1: 5 points.
- B.2 Provide information 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
 - Design time period
 - Completion date and dollar value of construction
 - Actual cost versus budget
 - 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

In the event specialty consultants are included as part of the firm's team, provide information on up to five of the consultant's projects 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.

Maximum B.2: 20 points)

- 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. Maximum: 15 points.

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. Maximum: 10 points.

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. Maximum: 10 points

C.2 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.

In the event specialty consultants 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.

Maximum C2: 20 points

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. Maximum: 10 points

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. Maximum: 10 points.

Total Maximum Score: 100 points