

### **RFP ATTACHMENT 3**

For Best Value Procurement Option One  
Fine Arts Mechanical & Electrical Improvements  
UT Chattanooga  
SBC No. 540/005-05-2017

### **TECHNICAL PROPOSAL**

#### **SECTION A: MANDATORY REQUIREMENTS**

<b>PROPOSER NAME:</b>
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<b>Proposal Page Number By Proposer</b>	<b>MANDATORY REQUIREMENTS</b>	<b>Evaluation By Owner</b>
	<b>A.1</b> Describe your firm's <b>form of business</b> (i.e., individual, sole proprietor, corporation, non-profit corporation, partnership, limited liability company) and the name of the U.S. state in which it is established.	(Pass or Fail)
	<b>A.2</b> Provide a statement of whether there have been any <b>mergers, acquisitions, or sales</b> of your firm within the last five years, and if so, an explanation providing relevant details.	(Pass or Fail)
	<b>A.3</b> Provide a statement that discloses any <b>pending litigation</b> against your firm; and if such litigation exists, an attached opinion of counsel as to whether the pending litigation will impair your firm's performance in a contract under this RFP.	(Pass or Fail)
	<b>A.4</b> Provide a statement of whether, in the last ten years, your firm has filed (or had filed against it) any <b>bankruptcy or insolvency proceeding</b> , 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.	(Pass or Fail)
	<b>A.5</b> Identify your firm's <b>contact person</b> regarding the proposal with mailing address, telephone number, and e-mail address.	(Pass or Fail)

**SECTION B: QUALIFICATIONS AND EXPERIENCE**

<b>PROPOSER NAME:</b>
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Proposal Page Number By Proposer	QUALIFICATIONS AND EXPERIENCE
	<b>B.1</b> Briefly state your firm’s <b>credentials</b> to deliver the required services. Include your firm’s license information, number of employees, type of client base, and location of offices. Include awards or honors earned from industry organizations and publications.
	<b>B.2</b> List <b>contracts with the Owner and the State of Tennessee</b> including current contracts and contracts completed within the previous five years.
	<b>B.3</b> List <b>current projects</b> on which your firm is presently committed, or will be committed, with client name, dollar amount, the start and completion dates, and the services being provided (e.g., Construction Manager, General Contractor, etc.).
	<b>B.4</b> Provide <b>summary information for each of no more than five projects of similar scope and complexity</b> that have been constructed or are being constructed by your firm and describe the services provided. <b>Format information as shown after this section.</b>
	<p><b>B.5</b> List your firm’s <b>management, supervisory, and technical professional personnel that will be assigned to the project.</b></p> <ul style="list-style-type: none"> <li>a. Provide <b>one page résumés of key personnel</b> with title/position, education, professional license or registration, and general employment history. Key personnel shall include at a minimum the project manager(s), and superintendent(s).</li> <li>b. Provide relevant references names with contact information for the project manager(s).</li> <li>c. <b>Identify the decision-maker</b> for the project.</li> </ul> <p><i>NOTE: The Owner will apply the requirements of General Conditions Section 3.9.1 to the key personnel, requiring such personnel be designated in writing prior to contract award and requiring that the Contractor shall not change personnel designated without consent of Owner.</i></p>
	<b>B.6</b> Provide a table identifying <b>personnel named in B.5 that were assigned to projects named in B.4</b> and their job titles for that project.
	<p><b>B.7</b> Documentation of Proposer commitment to diversity as represented by its business strategy, business relationships, and workforce — this documentation should detail:</p> <ul style="list-style-type: none"> <li>a. a description of the Proposer’s existing programs and procedures designed to encourage and foster commerce with business enterprises owned by minorities, women, persons with a disability and small business enterprises</li> <li>b. a listing of the Proposer’s current contracts with business enterprises owned by minorities, women, persons with a disability and small business enterprises, including the following information: <ul style="list-style-type: none"> <li>• contract description and total value</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• Contractor name and ownership characteristics (i.e., ethnicity, sex, disability)</li> <li>• Contractor contact and telephone number</li> </ul> <p>c. an estimate of the probable level of participation by minorities, women, persons with a disability and small business enterprises in a contract awarded to the Proposer pursuant to this RFP.</p> <p>d. the percent of the Proposer's total current employees by ethnicity, sex and disability.</p>
	<b>Technical Proposal Points (Maximum = 65)</b>

**QUALIFICATIONS AND EXPERIENCE INFORMATION**

*Information and format required for Qualifications and Experience Criteria B.4.*

<b>PROPOSER NAME:</b>
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**Project Information:**

Project:	Construction Cost:
Client:	Sq Ft New:
Location:	Construction Start Date:
Completion Date:	Original Contracted Time Duration:
Client Representative:	Contact Info:
Architect:	Contact Info:
Project Executive:	Superintendent:
Project Manager:	Other (optional):
Plumbing Sub:	Contact Info:
HVAC Sub:	Contact Info:
Electrical Sub:	Contact Info:
Masonry Sub:	Contact Info:
Roofing Sub:	Contact Info=:

**Summary of scope and services provided:**

**SECTION C: TECHNICAL APPROACH**

**PROPOSER NAME:**

<b>Proposal Page Number By Proposer</b>	<b>TECHNICAL APPROACH</b>
	<b>C.1</b> Provide a brief, descriptive statement indicating the Proposer's approach to delivering the services sought under the RFP for this Project. Responses should include explanation of coordination needed for projects being done simultaneously in the same building.
	<b>C.2</b> Describe your firm's approach and procedures for project tracking and reporting and accounting. Name the software used. Provide an example of a progress report.
	<b>C.3</b> Provide a brief descriptive summary on Request for Information, Request for Proposals, change orders, and shop drawings, and describe your firm's approach to handling, tracking and reporting these documents to ensure accuracy and timeliness.
	<b>C.4</b> Describe how your firm implements quality control throughout construction.
	<b>C.5</b> Describe the company's "Scheduling process", including software systems and use of scheduling as a management tool. Explain method of reporting project to owner, to other project participants, to in-house upper management, and to the field. Provide a sample report.
	<b>C.6</b> Identify two or three each of <b>Plumbing, HVAC, Electrical, Masonry, and Roofing Subcontractors that are prequalified</b> by your firm to serve as a subcontractor for this project. <b>Describe the qualifications for each</b> that meet or exceed your prequalification requirements.
	<b>Section C Total Score (Maximum = 35 points)</b>

**END OF TECHNICAL PROPOSAL**