

The University of Tennessee
REQUEST FOR QUALIFICATIONS (RFQ)

Programmer for
Health Science Building Programming Project
UT Chattanooga
SBC No. 540/005-08-2017
November 28, 2017

The University of Tennessee (Owner) issues this RFQ to qualified Programming Consultants interested in providing services for the development of a program statement on a Health Science Building Programming project on the UT Chattanooga campus. The Owner intends to enter into an agreement with a Consultant that will deliver a program statement. Qualifications Statements in response to this RFQ shall be submitted in accordance with the requirements provided herein.

Summary of Project and Required Services

This project will provide programming for the construction of a new, approximately 160,000 GSF, health sciences laboratory facility and parking area with approximately 500 spaces. This facility will address the projected regional workforce growth in the health sciences fields (Nursing, Physical therapy, Occupational therapy and related programs) now limited by the program space. The facility will also have approximately 15,000 sf of Biology research lab space to support the health science fields.

Programming services for this project will include:

- A. Development of a program statement, the majority of spaces must be defined around HEIGS Taxonomies, the Tennessee Higher Education Commission (THEC) space guidelines, campus direction relative to functional utilization, and the respondent's experience for benchmarking similar space. The THEC space guidelines for instructional classrooms, laboratories, and office space must be consulted and utilized during the development process.
- B. The University is devoted to principals of universal design and the building must conform to all relevant ADA requirements.
- C. The overall building infrastructure, including network wiring, should be compiled in the finished product.
- D. The program statement will be developed to meet the Tennessee High Performance Building Requirements.
- E. The program statement must include site, landscape, Masterplan and other University wide considerations and must comply with pertinent University design and construction guidelines and standards, Masterplans and other related documents.
- F. The program statement will include for each space:
 - a. Name of space
 - b. Number of persons occupying the space
 - c. The net assignable square feet of the space, spaces which fall under the THEC guidelines, unless there is a compelling reason.
 - d. A unique space number

- e. A description of architectural features and services to include, but not limited to:
 - i. Relation to other spaces within the facility
 - ii. HVAC requirements
 - iii. Illumination requirements
 - iv. Electrical requirements
 - v. Plumbing requirements
 - vi. Fume hood requirements (if applicable)
 - vii. Vibration requirements (if applicable)
 - viii. Sound attenuation and acoustical requirements (if applicable)
 - ix. Gas use requirements (if applicable)
 - x. Compressed air requirements (if applicable)
 - xi. Recirculating water system requirements (if applicable)
 - xii. Communications (internet speed, parts, wireless)
 - xiii. Audio Visual requirements - eg. (Conference Rooms, Labs and Classrooms)
 - xiv. Security and fire alarm
 - xv. Level and Quality of Finishes:
 - 1. Lab bench surface (if applicable)
 - 2. Floors
 - 3. Walls and doors
 - 4. Ceilings
 - 5. Windows
 - f. A succinct but precise description of the work which will be performed in the space.
 - g. A description of equipment requirements, divided into elements of:
 - i. Major equipment to be housed within the space, with associated requirements for electrical, plumbing, shielding, and the space around the unit/equipment (if applicable)
 - ii. Workstation requirements – describing the type of bench or workstation, along with associated chairs or stools (if applicable)
 - h. A complete list of all fixed and movable furniture and equipment to be in the space, with notation of which items are to be consolidated into the project budget (fixed and built-in, and movable equipment) and which will be supplied by the end user (example – scientific equipment). (if applicable)
 - i. Site and utility considerations
- G. Periodically meeting with a university committee comprised of faculty and staff concerning the development of the specific building program. This committee shall provide input and review the progress of the program document and ascertain any special requirements dictated by the end users.
- H. Deliver to the owner a package that can be submitted to the architectural firm assigned to the project. In addition, the programming firm shall be available to address questions originating from the architectural firm during the design process.
- I. The final product delivered to the campus shall be 4 hard copies 8-1/2" x 11" format and an executable electronic version that is approved by UT Chattanooga, which can be revised and amended.
- J. The Contents of the final product will address item numbers listed above and incorporated into the following format.

- a. A project narrative which will provide information to external constituents, such as state government or federally funded research entities. The narrative will include a written description of the project goals, objective justifications, and relationship to the Campus Master Plan. The narrative will also contain philosophical criteria relative to facility design, sustainability and historical significance, if applicable. Other issues may include project phasing, future projects, and any known externally imposed requirements.
- b. Diagrams and drawings necessary to define functional relationships among individual spaces otherwise necessary to communicate design criteria.
- c. Project site plans and diagrams.
- d. Individual space definition sheets with criteria as shown
- e. Any specialized requirements or system descriptions
- f. Related site and utility requirements or system descriptions
- g. Any externally imposed requirements; in other words, federal requirements, or state and local stipulations.
- h. Conceptual project timeline
- i. Reconciliation of program to University Capital Budget (where applicable)

All Designers must register with the Office of the State Architect to be able to enter into an agreement for this work.

<https://designerregistration.osa.tn.gov/WebForms/Home.aspx>

Qualifications Statement Submittal Deadline and Tentative Schedule

Submittal Location: Qualifications Statements will be received at UT Office of Capital Projects.

The schedule below is tentative. Any events scheduled prior to the submission deadline may be modified at any time with changes issued in an addendum. Events scheduled after the deadline may be modified without notice.

Event	Date	Time**
RFQ Published to UT Facilities Planning Website	November 28,2017	
<u>*Project Review Conference:</u> at UT Chattanooga, Facilities Planning & Management, 400 Palmetto Street, Administrative Services Room 326, Chattanooga, TN	December 5, 2017	10:00 a.m.
<u>Deadline for Questions:</u> emailed to RFQ Coordinator	December 20, 2017	Received by 5:00 pm
<u>Final issuance of Addenda:</u> posted to web site	December 22, 2017	Posted by 5:00 pm
<u>Submittal Deadline:</u> Qualifications Statements will be received at UT Office of Capital Projects, 5723 Middlebrook Pike, Suite 201, Knoxville, TN 37996-0040.	January 4, 2018	Received by 12:00 pm
<u>Negotiation Period</u>	01/18/2018 – 02/01/2018	
<u>Intent to Award</u>	February 2, 2018	

<u>Open File Period Begins</u>	February 3, 2018
<u>Open File Period Ends</u>	February 9, 2018
<u>Final Award</u>	February 12, 2018
<u>Earliest possible start date of contract</u>	February 19, 2018

*Attendance is not a prerequisite for submission of Qualifications Statement. RSVP if you plan on attending.

**All times noted above are Eastern Time unless noted otherwise

Qualification Statement Submittal Format

Qualifications Statements shall be submitted as six bound copies and a single digital file copy in .pdf format on a flash drive. The digital file should not exceed 20 MB and should be named using the following format: Designer Name UTC HSB 2018-01-04.pdf. Submitted packages should be clearly marked as follows:

Qualifications Statement
Health Science Building Programming
SBC No. 540/005-08-2017
Submitted By: <<Respondent Name>>
Contact: <<Contact Person Name, Address, Telephone Number>>

The Qualifications Statement shall be on standard 8 1/2" x 11" paper (landscape or portrait). It shall not exceed 30 pages including pages with photos (used as dividers or section headers or otherwise), charts, spreadsheets, and appendices. Binding covers, a one-page transmittal letter, and table of content pages may be provided in addition to the maximum of 30 pages. Pages or sheets with print on both sides will be counted as two pages. All pages must be numbered. Follow the information structure provided herein with clear identification of each information section.

Request for RFQ Communications

The Owner will convey all official communications and addenda pursuant to this RFQ to the interested parties from whom the RFQ Coordinator has received a Request for RFQ Communications in writing, by email, with the request clearly indicating the organization name and the name and title of a contact person with their telephone number and email address.

The Request for RFQ Communications shall be made no later than the date of the Project Review Conference detailed herein. Such request creates no obligation and is not a prerequisite for submitting a Qualifications Statement.

RFQ Communications Process

Interested parties must direct all communications regarding this RFQ to the following RFQ Coordinator, who is the Owner's official point of contact for this RFQ.

Rebecca Douglas, RFQ Coordinator
Office of Capital Projects
The University of Tennessee
5723 Middlebrook Pike, Suite 201
Knoxville, TN 37996-0040
Telephone: (865) 974-2628
Email: designer@tennessee.edu

As specified above, if a respondent contacts anyone except the University's Solicitation Coordinator, the University may disqualify the Respondent. Communicating with anyone other than the Solicitation Coordinator is "ex parte" communication. The University's prohibition against ex parte communication ends only after the University issues a contract.

Only the Owner's official written responses and communications shall be considered binding with regard to this RFQ, and will be issued as an addendum.

Each Respondent shall assume the risk of the method of dispatching any communication to the Owner. The Owner 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 Owner.

Additional Information

Exhibit 1 contains the terms and conditions that govern this solicitation

Exhibit 2 is a draft contract that would govern the University's final award. Please note that, by responding, Respondents are not agreeing to the terms of Exhibit 2. Also, please note that The University of Tennessee is an instrumentality of the State of Tennessee and, thus, does not have the ability to negotiate certain provisions.

Respondents acknowledge that this solicitation is for programming work only. The University will issue an award to one Respondent as a result of this solicitation. The Respondent to whom the University issues an award will not be eligible to provide design services to the University for the Health Science Building Programming Project; however, the Respondent would be eligible to provide consulting services to any designer who provides the design services to the University for its Health Science Building Programming Project.

Qualifications Statement Required Information and Scoring

Designer Forms of Business

Any form of business arrangement with consultants or joint venture partners may be proposed. However, the Owner requires this to be a single contract and the respondent serve as the primary contact, project leader, administrative manager and single source of responsibility, with any necessary business partners and consultants serving under their management.

A Qualifications Statement that is submitted by a Respondent with supporting partners or as a joint venture will be evaluated on the combined experiences of the individual member firms as performed through the previous joint venture agreement.

A. Designer Information

A.1 Provide the Designer's name, address, website address, number of years in business, legal structure (e.g., corporation, etc.), and FEIN.

A.2 Provide the name, e-mail address, mailing address and telephone number of a single primary contact of the respondent.

A.3 Provide any details of all past or pending litigation or claims filed against your company that would affect your company's performance under an Agreement with the University of Tennessee.

A.4 Is Respondent's business currently for sale or involved in any transaction to expand or to become acquired by another business entity? If yes, please explain the impact of both in organizational and directional terms.

A.5 Describe Respondent's hours of business.

A.6 Describe Respondent's experience transacting with state or local government agencies.

A.7 Provide a statement of whether the Designer, its consultants or any individual who shall perform work under this contract has a possible conflict of interest (e.g., employment by the State of Tennessee) and, if so, the nature of that conflict.

B. Qualifications and Experience

B.1 Describe the Respondent's qualifications to deliver the services needed for this project in regard to the following.

- The form of business and the general credentials of the Respondent.
- The proposed personnel experience who will be working together on the project.
- The firm's sustainable design capabilities including experience with State of Tennessee Sustainable Design Guidelines or The Tennessee High Performance Building Requirements. Also provide, sustainable design credentials of personnel, examples of high performance lab and energy design projects, and/or low greenhouse gas designs.

- Illustrate how the firm is familiar with the code requirements enforced in the state of Tennessee.

B.2 Provide information on up to five of the Respondent's projects where the team provided programming services that have been completed within the last ten years and that are of similar type, scope, and complexity. Include the following information:

- Extent of services provided for each project.
- A reference (by an Owner representative) for each project including contact name, address, telephone number, email address. The Owner may contact references as well as any other source available.
- Information, sample format and/or photographs for each project

B.3 Provide the resume of key respondent personnel who will be assigned to this project and describe their proposed role and time commitment to this project.

Include resumes of all principals and technical associates who would be brought together as a staff, which would serve either as an implementation team and/or which would be responsible for overseeing the requirements of this RFQ. This information could include related technical and professional affiliations, related employment, accomplishments and involvement in contracts of this size/complexity. Provide each individual's current position with the firm or consultant, years with the firm, education, licensing, professional credentials, and similar project experience.

B.4 Provide a matrix showing the relationship between the projects (B.2) and the Designer and consultant's personnel (B.3). Show projects in columns and personnel in rows.

B.5 Provide the Respondent and consultant office location(s) that will be supporting this project with the distance in miles to the project site. If the Respondent and consultants have multiple locations serving this project describe how personnel from each location are involved.

C. Technical Services

C.1 Describe how the Respondent team will approach and document various programming aspects of the project including planning, architectural and engineering, site analysis, Master Plan analysis, graphics, accessibility, data/A/V, cost estimating, sustainability, etc. Describe how you will adapt your approach to meet the unique qualities of this project.

C.2 Describe the Respondent's experience in communicating with clients regarding programming, providing alternatives, value engineering options, etc.

C.3 Provide an organizational chart for this project illustrating lines of authority and specific staff proposed. The chart and related explanations shall describe the responsibilities of the personnel (Designer and consultants) and the lines of communication.

- Clarity of responsibility and communication
- Completeness and inclusion of key personnel and how they will be involved.
- List all personnel and roles as described in B.3 with scheduled time commitment

C.4 Provide a preliminary schedule for this project identifying the time appropriate for each phase/tasks. Demonstrate your approach to meeting the target schedule. Provide examples of experience in enabling Owners to meet aggressive project completion schedules.

- Clarity in meeting the schedule
- Examples

Total Maximum Score: 100 points

Scoring

After the University has selected a qualified Respondent, the University will negotiate cost. Respondents must not include a cost proposal with their responses.

- A. The scoring committee will score each Respondent based on the criteria listed below.
- B. The University will average the scores given by each member of the committee.
- C. The University will use the following scoring criteria:

Evaluation Criteria	Maximum Points Possible
Mandatory Requirements	Pass/Fail
Qualifications and Experience	50 points
Technical Services	50 points

- D. The University will consult with the Office of the State Architect.
- E. The University will award 1 Respondent.

End of Request for Qualification