The University of Tennessee
REQUEST FOR QUALIFICATIONS (RFQ)

To select a Designer for
Lake Ave. Parking Garage
SBC No. 540/009-06-2015
UT Knoxville
July 9, 2015

The University of Tennessee (Owner) issues this RFQ to qualified Designers interested in providing architectural, engineering, and consulting services for the complete design, contract documents, and construction administration of the Lake Ave. Parking Garage project on the UT Knoxville campus. The Owner intends to enter into an agreement with a Designer that will deliver design services enabling construction of a facility having the highest possible quality within the available funding and the required schedule. Qualifications Statements in response to this RFQ shall be submitted in accordance with the requirements provided herein.

Summary of Project and Required Designer Services
The project is for the design of a new parking garage to be built on the east side of the existing Lake Ave. Parking Garage, and will include improvements to the existing garage. The constructed facility will provide approximately 1,000 parking spaces and be approximately 350,000 gross square feet. The Maximum Allowable Construction Cost (MACC) for the facility, improvements, and site development is $18,900,000. This new facility should be completed by August 2017. Refer to the project program information attached to this RFQ.

A Design fee budget of $1,079,742 has been established for these services based on the current State approval amount for the MACC. However, the Owner, at its sole discretion, may revise the MACC and corresponding Designer’s fee.

All design services outlined in the attached program including architectural, civil, landscaping, structural, mechanical, plumbing, fire protection, electrical, environmental, data/communications, security, traffic engineering, graphic/signage, and other consultants that are required to deliver the complete project are included in the basic services fee.

All Designers must register with the Office of the State Architect to be able to enter into an agreement for this work. Design firms will be selected, approved, and retained under State Building Commission policy and standard Owner agreements and procedures as provided in the UT Designers’ Manual found through the following web link. Designers must comply with the requirements of the UT Designer’s Manual.

http://facilitiesplanning.utk.edu/designersManual.html

Qualifications Statement Submittal Deadline
Submittal Deadline: July 28, 2015 at 12:00 pm.

Submittal Location: Qualifications Statements will be received at UT Division of Facilities Planning 5723 Middlebrook Pike, Suite 119, Knoxville, TN 37996-0040.

Project Review Conference: July 16, 2015 at UTK Student Health Center, 1800 Volunteer Blvd., Room 206A, Knoxville, TN 37996 at 2:00 pm.
Attendance is not a prerequisite for submission of Qualifications Statement.

Target Date for Notification of Award: August 24, 2015.

Qualification Statement Submittal Format

Qualifications Statements shall be submitted as ten bound copies and a single digital file copy in .pdf format on a disc or flash drive. The digital file should not exceed 20 MB and should be named using the following format: (Firm Name) UTK LAPG – 2015-07-28.pdf. Submitted packages should be clearly marked as follows:

- Qualifications Statement
- Lake Ave Parking Garage, UT Knoxville
- Submitted By: <<Firm 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 50 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 50 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 letter or 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.

Michelle Crowder, RFQ Coordinator
Division of Facilities Planning
The University of Tennessee
5723 Middlebrook Pike, Suite 119
Knoxville, TN  37996-0040
Telephone:  (865) 974-2231
Email:  designer@tennessee.edu

Only the Owner’s official written responses and communications shall be considered binding with regard to this RFQ.

Each Proposer 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
The Owner intends to seek approval to utilize the Best Value Option One procurement method for the construction delivery method in accordance with State policy and procedures.
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 prefers that a single firm contract with the Owner and serve as the primary contact, project leader, administrative manager and single source of responsibility, with any necessary business partners and consultants serving under that single firm’s management. The Owner also prefers that this single firm have its principal place of business located in the State of Tennessee.

A Qualifications Statement that is submitted as a single firm with supporting partners or as a joint venture will be evaluated on the combined past experience of the individual member firms. Information requested herein regarding a “firm” shall be considered a request for the single firm with supporting partners or a joint venture.

A. Design Firm Information (Pass/Fail scoring)

A.1 Provide the firm’s name, address, and the firm’s website address, and number of years the firm has been in business:

A.2 Provide the name, e-mail address, mailing address and telephone number of the primary contact for the firm.

A.3 Provide a statement that confirms all consultants identified in B.3 and as required to complete this project are included in the basic services work for this project. This statement must be signed by a principal of the submitting firm.

B. Qualifications and Experience

B.1 Describe the firm’s qualifications to deliver the services needed for this project in regard to the following. Maximum score: 5 points.

- Maximum points by area of qualification:
  - The form of business and the general credentials of the firm: 2 points.
  - The proposed key firm personnel experience in working together on projects. Identify up to five example projects which required the collaborative effort of these firm personnel: 2 points.
  - The firm’s sustainable design experience including experience with State of Tennessee Sustainable Design Guidelines, sustainable design credentials of personnel, and example sustainable design projects: 1 point.

B.2 Provide the following 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. Maximum score: 25 points (Points will be deducted for non-compliant projects).

- Extent of services provided for each project.
- 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.
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 score: 30 points.

- Maximum points by role:
  - Project principals, executives, designer
  - Project manager
  - Civil
  - Landscape Architect
  - Structural
  - Mechanical
  - Electrical
  - Environmental
  - Data/Communications
  - Security
  - Traffic Engineering
  - Graphic/Signage
  - Other consultants and staff

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 score: 15 points.

- Maximum points by role:
  - Project principals, executives, designer: 10 points.
  - Other firm staff and consultants: 5 points.

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

C. Technical Services:

C.1 Describe how the firm will approach and document various aspects of the project: program confirmation, planning, design, architectural and engineering, contract documents, specifications, graphics, accessibility, data/AV services, cost estimating, value engineering,
sustainability, etc. Describe how the firm will adapt its approach to meet the unique qualities of the project. Maximum score: 5 points.

C.2 Provide an organizational chart for this project illustrating lines of authority and specific staff proposed for this project. The chart and related explanations shall describe the responsibilities of the key personnel (firm and consultants) and the lines of communication. Maximum score: 10 points.

- Maximum points by issue:
  - Clarity of responsibility and communication: 5 points.
  - Completeness and inclusion of key personnel: 5 points.

C.3 Provide a preliminary schedule for this project identifying the time appropriate for each phase/tasks. Demonstrate the firm’s approach to meeting the target schedule. Provide examples of experience in enabling Owners to meet aggressive project completion schedules. Maximum score: 5 points.

- Maximum points by issue:
  - Clarity in meeting the schedule: 3 points.
  - Examples: 2 points

**Total Maximum Score: 100 points**