

# Designer Request for Qualifications

**Project:** Campus Utilization Study

**Agency:** Education

**Facility:** TN School for the Blind

**Project location:** Nashville, Davidson County, Tennessee

The State of Tennessee Real Estate Asset Management (STREAM) issues this RFQ to Designers interested in providing full design services including architectural, engineering, and consulting services for the program validation and study. STREAM intends to enter into an agreement with a Designer that will deliver design services for a campus study 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 Campus Utilization Study will guide the development, acquisition, and maintenance of the infrastructure at the TN School for the blind campus necessary to educate the approximately 1000 children in the state of TN who are legally blind or visually impaired.

The goal of the master plan is to ensure that TSB continues to meet its mission and is educated and serving the students, families and local school districts o Tennessee. This plan will encompass the following areas:

- Safety – Student safety is paramount and needs to interweaved into and underlay all plans. Safety should include but not be limited to:
  - Updated, lighted fencing
  - Incidents of attack on the Greenway close to the school
  - Controller vehicle access
  - Updated cameras and recordable monitoring system
  - Separate entrances for delivered and students / visitors
  - Controlled entry to all exterior and interior doors
  - Determine if older buildings are in compliance with Life Safety Codes
  - On campus housing for top-level administrators
- Buildings – TSB serves children who are blind as well as those who have other profound disabilities, many of who require the use of mobility devices and have companions. As such, buildings (classroom and cottages) need additional space to accommodate the additional equipment and staff necessary.
- Fitness Facilities – TSB currently has a gym, pool and track. Plans need to be developed to increase the amount and type of facilities available to the students on campus. The goal is to develop skills that students can use in the communities they will eventually live in. Ideas include walking paths, bicycling tracks, 1 -3 hold golf course, and a therapy pool.
- Service Expansion – TSB will need facilities to expand the services it offers statewide. Projected program expansions include:
  - 2<sup>nd</sup> year senior / independent living program – which would include a classroom and living arrangement to educate youth and young adults who have completed their basic course of study in the local school district, but need extensive instruction in the Expanded Core Curriculum for individuals who are blind or visually impaired. This curriculum is necessary for these young adults to be successful in college or careers. This would include (but not limited to) instruction in braille, orientation and mobility, assistive technology, independent living skills, etc.
  - Renovation or new construction of a building for the Instructional Resource and Braille Production Center.
  - Facilities to begin “short course” programs. Students from around the state will be attending TSB for short, intensive training and specified areas of the Expanded Core Curriculum.
  - Daycare facilities. TSB is exploring the option to expand the population it serves to include birth – 3 years old’s who are blind or visually impaired.
- Infrastructure Study – A complete infrastructure, building by building and campus wide study is needed to assess unidentified areas that need to be replaced, upgraded, or renovated. Areas include but are not limited to:
  - Plumbing
  - Computer networks
  - On campus traffic and pedestrian flow
  - Storm water pollution prevention plan

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- Campus wide lighting
- Location of maintenance and procurement buildings.

Consultant(s) with extensive programming experience in the education spaces & uses for blind or low vision persons identified for this project, including: acoustics, lighting, audio/visual, and theatre/performance space will be retained by the design team to assist in preparing a detailed program for the project. These consultants will be contracted and paid thru the designer as additional services for programming.

All architectural, civil, structural, mechanical, plumbing, electrical, interiors, landscaping, environmental, theatre, acoustical, AV, data/communications, rigging, lighting, security, traffic and all other design consultants as required for the complete project are included in the basic services, except for programming.

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## **Additional Information:**

The project will proceed through design after Designer selection and approval of the Designer by the State Building Commission. The Designer will be retained and managed under standard STREAM procedures and State Building Commission policy and Designer Agreement. See <http://tn.gov/generalservices/topic/designers-consultants>

## **Business arrangements and staff locations:**

STREAM prefers a single Design 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 for this project. 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/article/fa-osa-designers-info>

## **Schedule of Events:**

<b>RFQ SCHEDULE OF EVENTS</b>		
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 STREAM.		
<b>Event</b>	<b>Time</b>	<b>Date</b>
Post RFQ on STREAM website		06/01/2016
Written Question Deadline		06/20/2016
STREAM Responds to Written Questions		06/23/2016
<b>Proposal Deadline</b>	<b>2:00 PM CST</b>	<b>07/01/2016</b>
STREAM Evaluation Complete		07/12/2016
Information available for State Architect		07/15/2016
Executive Subcommittee of the State Building Commission		07/25/2016

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## **RFQ Communications:**

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

[STREAMDesigner.Interest@tn.gov](mailto:STREAMDesigner.Interest@tn.gov)

Only the STREAM's 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 STREAM, under Projects Requiring Designers. Each Proposer shall assume the risk of the method of dispatching any communication to the STREAM. STREAM 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 STREAM.

## **Submittal Deadline:**

To be considered the RFQ must be received by the deadline in the schedule of events at the e-mail listed below:

[STREAMDesigner.Interest@tn.gov](mailto:STREAMDesigner.Interest@tn.gov)

## **Submittal Format:**

The RFQ response shall be in a single PDF. Maximum number of pages not to exceed 50, including pages with photos, dividers, charts, spreadsheets, and appendices. Include a one page transmittal letter and a table of contents, which will not count toward the 50 page limit. PDF file size not to exceed 8mb.

## **RFQ Evaluation**

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

<b>Evaluation Category</b>	<b>Maximum Points Possible</b>
<b>Written Responses (RFQ Section A)</b>	Pass/Fail
<b>Written Responses (RFQ Section B-C)</b>	100 Points

# 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 key 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>

**A.5** Provide a statement that confirms all consultants identified in C.2b and as required to complete this project are included in the basic services 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 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.

**B.2a** 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
- Completion date and dollar value of construction
- 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

**B.2b** For consultants that are included as part of the firm's team, provide information on up to five of the consultants projects that are unique and related to this project 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.

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**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.

**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.

## **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.

**C.2a** 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.

**C.2b** For specialty consultants that 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.

Provide a matrix that shows the level of participation of each consultant as outlined below as a percentage of the total project phase. For the standard disciplines of Civil, Structural, Mechanical, Plumbing, Electrical, Interiors, Landscaping, Environmental do not include a percentage as these are expected to be involved in all phases.

**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.

**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.