

# **Designer Request for Qualifications**

**Project:** Energy Consultant

**Agency:** General Services

**Facility:** Various Facilities

**Project Location:** Statewide

**SBC Project No.:** 529/000-01-2016

The State of Tennessee Real Estate Asset Management (STREAM) issues this Designer Request for Qualifications (DRFQ) to Designers interested in providing full design services including engineering and consulting services for program analysis and validation, design, contract documents, and construction administration. STREAM intends to enter into an agreement with a Designer that will deliver design services enabling construction of a project having the highest possible quality within the available funding and the required schedule. Qualifications Statements in response to this DRFQ shall be submitted in accordance with the requirements provided herein.

## **Summary of Project and Required Designer Services:**

STREAM is seeking a Consultant/ Designer to assist with thermal and energy system analysis & design, and to be the designer of record, as selected by the State Building Commission, for future development of design and construction documents for energy conservation projects. These projects may include the following engineered systems: thermal system analysis for large campus type heating and cooling systems; solar thermal and photovoltaic (PV) system development; waste to energy power generation system design; generator aided utility demand reduction systems; heat recovery systems; lighting and control systems; and design and development of energy associated conservation projects. The types of documents that will be available for individual projects may include facility as-built documents, historical utility data, contract agreements for services or utility documentation, and/or owner project requirement documents.

The design team shall demonstrate a comprehensive knowledge of energy and thermal systems including large steam, hot water and chilled water systems; solar thermal systems including hot water preheat for heating and domestic water and chiller integration; PV system design with islanding capabilities; demand reduction systems; control system integration, both wired and wireless; and, other innovative energy conservation project development and design.

The design team shall demonstrate that it has appropriate licensing in the State of Tennessee for the practice of multiple Engineering disciplines and shall be familiar with State licensing law as governs architects and engineers, as currently amended (codified in Tennessee Code Annotated Sections 62-2, et seq). A contract will not be awarded to a respondent whose proposal is in conflict with the State of TN licensing law.

The Designer shall provide all design services, including general and engineering design and management services. The Designer will be responsible for the preparation of design and analysis documents, integrated with systems surveys and specified design parameters to produce accurate energy analysis reporting. The Designer will also be responsible for the management and development of bidding documents for construction projects including all project management and Designer requirements as outlined in the STREAM Designers' Manual at <http://tn.gov/generalservices/article/designers-manual-2014>

Also available for review is the following document:

- Consultant Contract
- High Performance Building Requirements, found on the Technical Standards tab. See <http://tn.gov/finance/article/fa-osa-capital-projects>

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## **Additional Information:**

Potential projects will include studies and recommendations requested by the Department of General Services as well as capital projects that will proceed through a process of approval by the State Building Commission. The contract intent is for a period of three years, with two possible one year extensions, for a maximum of five years. The Designer will be retained and managed under standard STREAM procedures and State Building Commission policy and Consultant Contract. 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 DRFQ for a project

<http://tn.gov/finance/article/fa-osa-capital-projects>

## **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.		
<u>Event</u>	<u>Time</u>	<u>Date</u>
Post DRFQ on STREAM website		03/03/2016
<b>Pre-Response Conference</b> Interested parties need to submit an email request for the phone number at least one day before the conference call.	9:30 am CST	03/10/2016
<b>Written Question Deadline</b>	2:00pm CST	03/17/2016
<b>STREAM Responds to Written Questions</b>		03/23/2016
<b>Proposal Deadline</b>	<b>2:00pm CST</b>	<b>03/30/2016</b>
<b>Written Evaluations Complete</b>		04/07/2016
<b>Information available for State Architect</b>		04/15/2016
<b>Executive Subcommittee of the State Building Commission</b>		04/25/2016
<b>Anticipated Agreement sent to Designer</b>		04/27/2016
<b>Anticipated Agreement Execution</b>		05/18/2016

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## **DRFQ Communications:**

Interested parties must direct all communications regarding this DRFQ to the Coordinator, Allen Ray, 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 STREAM's official written responses and communications shall be considered binding with regard to this DRFQ. Additional information and answers will be issued as an Addendum and posted on the STREAM website, 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.

## **Submittal Deadline:**

To be considered, the DRFQ response 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 DRFQ response shall be in a single PDF. Maximum number of pages shall not 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 shall not exceed 8mb.

## **DRFQ Evaluation**

Through this DRFQ, 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 DRFQ.

<b>Evaluation Category</b>	<b>Maximum Points Possible</b>
<b>Design Firm Information(RFQ Section A)</b>	Pass/Fail
<b>Qualifications and Experience(RFQ Section B)</b>	30
<b>Technical Services(RFQ Section C)</b>	70

# **Qualifications Statement Required Information and Scoring**

## **A. Design Firm Information: (Pass/Fail)**

**A.1** Provide the firm's name, address, phone number, and 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. Provide all required license information for each consultant.

**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.

# Qualifications Statement Required Information and Scoring

## **B. Qualifications and Experience:**

**B.1** Describe your 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 of each and what services are being provided on each.

**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. As to each project, 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, and 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 consultant's 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. As to each project, include the information defined in B.2a.

**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, required licensing, professional credentials, professional organization memberships, 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.

# **Qualifications Statement Required Information and Scoring**

## **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, 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 applicable elements as identified above in C.2a.

**C.3** Provide an organizational chart illustrating lines of authority and specific staffing. The chart shall include the key personnel of the firm and basic service consultants with their responsibility / duties identified in detail.

**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 is reasonably accurate at each stage of the design. Describe how the firm will deliver a project within the State approved budget and schedule.