

The University of Memphis
REQUEST FOR QUALIFICATIONS (RFQ)
May 14, 2025 (revised 5/28/25)

To recommend selection of a **DESIGNER** to the State Building Commission for:

Boiler and Coil Replacement Phase 3
SBC number 367/007-xx-2025

State of Tennessee
The University of Memphis
Memphis, Tennessee

The University of Memphis (UM) issues this RFQ to Designers interested in providing Engineering, Architectural, and Consulting services for all phases of design - Program Verification, Schematic Design, Design Development, Contract Documents, Bidding, Construction Administration, and Close-Out. The University intends to enter into an agreement with a Designer that will deliver design services enabling the installation of hot water heating boilers for Administration, Jones Hall, Hayden Hall, Manning Hall, University Center, Johnson Hall, McWherter Library. Existing steam coils will also be replaced where necessary. Scope will include all associated work.

A Letter of Interest (LOI) in response to this RFQ shall be submitted in accordance with the requirements provided herein. All design firms must be registered with the Office of the State Architect through their website. All design work shall utilize SBC approved contract forms and procedures, and meet the requirements of the State Designer's Manual, the State High Performance Building Requirements (HPBr), and University of Memphis Design Standards, see <https://www.memphis.edu/cpd/> For more information.

Summary of Project and Required Designer Services:

Project will be done in two Phases:

Phase One – Construction must be completed no later than October 2026, and will include :

Administration Building – Connect to Physical Plant Boiler, replace coils and heat exchanger

Jones Hall – Connect to Physical Plant Boiler

Physical Plant – Add low pressure boiler

Distribution – Add low pressure lines to connect Art Bldg, Rawls Hall, Smith Hall

Journalism – New boiler

Phase Two

Hayden Hall – New boiler

Manning Hall – Upsize boiler

McWherter Library – Replace two boilers

University Center – Two new Boilers

Johnson Hall – Replace Boiler

All Mechanical, Architectural, Electrical, Fire Protection, Plumbing, Structural, cost estimating, and other needed design services as required for the MACC of the complete project shall be included in the Basic Design Services fee. Environmental Services (including survey, abatement design and CA) will be considered Additional Services. Environmental Abatement will be included in the Construction Documents, and work in the construction contract.

.The maximum allowable construction cost (MACC) is \$5,170,000.00

After the designer of record is selected and approved by the State Building Commission, the Design team will solicit proposals and make recommendations for Owner's selection.

Additional Information:

This project will utilize funding from State Funds. The Designer will be retained and managed under standard University of Memphis and State Building Commission policy and Designer Agreement. The initial Designer Agreement will be for all phases of design, Program Verification through Close-Out.

Business arrangements and staff locations:

The University prefers a single 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. 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/OSA/designerInfo.shtml>

Schedule of Events:

RFQ SCHEDULE OF EVENTS		
The Owner may adjust this schedule as it deems necessary. Any changes Will be issued by addendum.		
Event	Time	Date
Post RFQ on UM website	3:00 PM CT	5/19/2025
Pre Proposal Conference Call Interested parties need to submit an email request for the phone number at least one day before the conference call.	2:00 PM CT	5/28/2025
Written Question Deadline	2:00 PM CT	6/3/2025
UM Responds to Written Questions	2:00 PM CT	6/5/2025
Proposal Deadline	2:00 PM CT	6/16/2025
UoM Interviews (optional)	TBD	TBD
UoM Evaluation Complete		7/2/2025
Information available for State Architect		7/11/2025
Designer Selection - Executive Subcommittee of the State Building Commission		7/21/2025

RFQ Communications:

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

[Mark T Longfellow](#)

Mark T Longfellow – RFQ Coordinator
mIngfllw@memphis.edu
901-678-1732

Only the UM 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 UM website, under “Projects Requiring Designers”. Each Proposer shall assume the risk of the method of dispatching any communication to the UM. The UM 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 UM.

Pre-Proposal Conference Call:

Participation in the pre-proposal conference call is not mandatory, but strongly recommended.

The time and date for the conference call are included in the schedule of events.

Send an email request to the RFP Coordinator at least one day before the conference call and the phone number and access code will be provided via email.

Submittal Deadline:

To be considered, the LOI must be received by the deadline in the schedule of events at the location listed below:

The University of Memphis
Purchasing Department
Attention: Mark Thomas
Administration Bldg, Room 115
3720 Alumni Drive Memphis, TN 38152-3370

Do not submit responses earlier than the day due.

Submittal Format:

The LOI response shall be on standard 8 ½" x 11" paper. **Maximum number of pages shall not exceed 4 (four)**, and shall include the following required information:

1. General information and qualifications of the proposing Designer
2. Recent or relevant experience on up to five similar projects, including listing the staff and consultants used on the submitted projects
3. Staff for this project, including their qualifications and role for this project
4. Consultants for this project, including their staff's qualifications and role for this project, and including the Designer's experience with these consultants
5. Any special design requirements or consultants needed for this project
6. Locations of staff, consultants, and special consultants.

Include a one-page transmittal letter, this page will not be included in the four page maximum. Pages with print on both sides will be counted as two pages.

Submit Five copies and a single digital PDF file on a flash drive. Submittal package should be marked as follows:

Qualification Statement
Boiler and Coil Replacements Phase 3
The University of Memphis
Submitted By: <<Firm Name>>
Contact: <<Contact Person Name, Address, Telephone Number>>

LOI Evaluation

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

The UM may interview up to three selected firms that have responded to this RFQ. The evaluation team will utilize the interviews to validate scoring of the RFQ's and will make a recommendation to the State Building Commission.