

# BV1 RFQ Document Overview

For Tennessee QIC Meeting – August 18, 2020

RFQ MAJOR SECTIONS	RFQ SUBSECTIONS
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## HIGHLIGHTED EXCERPTS FROM RFQ

### 1.1 INTRODUCTION

#### A. Purpose

As identified on the cover page, the Owner has issued this Request for Qualifications (RFQ) for the designated Project. The RFQ defines service requirements; solicits proposals; details proposal requirements; and outlines the process for evaluating proposals and selecting and contracting with a contractor (Contractor) using the State of Tennessee's Best Value Option One (BV1) procurement delivery method. The BV1 method utilizes the process described in this RFQ to qualify proposers to identify a short list of contractors who are invited to bid. The Owner intends to contract with the responsive and responsible bidder offering the lowest cost for the work.

#### B. Scope of Services

1. The Contractor's services shall consist of providing construction services for the Project described in RFQ Section 2.3, Project Narrative and Documentation.
2. The Contract Documents will include, but are not limited to, the Owner's Designers' Manual Standard Documents Divisions 00 and 01. For the General Conditions of the Contract for Construction refer to the Owner's Designer Manual Section 00 72 13.

## 1.5 BID AND CONTRACT REQUIREMENTS

### A. Bidding Documents

1. The Designer will issue bidding documents to proposers that meet proposal format and content requirements, meet the requirements of Section 2.2, Technical Proposal, Section A, Mandatory Requirements, and, after evaluation, meet or exceed the Minimum Qualifying Technical Proposal Score provided in Section 2.2, Technical Proposal. Bidding documents will include the following documents which are provided pro forma in the Owner's Designers' Manual: 00 21 13 Instructions to Bidders, 00 41 13 Bid Form, and 00 47 13 Construction Bid Envelope.
2. Short-listed proposers shall submit a bid in accordance with requirements of the bidding documents issued by the Designer.

### B. Subcontractors in Bids

If any work, regardless of dollar value, is required for the trades listed below, bidders shall prepare a bid that lists a subcontractor for such trades that are identified in the bidder's Technical Proposal. If bidder will self-perform listed trade work, list the bidder as the subcontractor.

1. Electrical
2. HVAC
3. Masonry
4. Plumbing
5. Roofing

## 1.6 EVALUATION GUIDE

### A. Scoring

The evaluation process is designed to establish qualified proposers that score at least the Minimum Qualifying Technical Proposal Score provided in Section 2.2, Technical Proposal.

### B. Process

1. After the proposal deadline provided in RFQ Section 2.1, Schedule of Events, the Owner will open and review each Technical Proposal for a "Pass" or "Fail" evaluation based on compliance with each of the Mandatory Requirements of Section 2.2, Technical Proposal, and the following proposal format and content requirements.
  - a. Received on or before the proposal deadline.
  - b. Number of copies, digital file, and packaging as required.
  - c. Formatted as required and does not exceed size or page number limits.
  - d. Contains no bid amount information.
  - e. Proposer did not submit alternate proposals.
  - f. Proposer did not submit multiple proposals in a different form.
  - g. Does not contain restrictions of the rights of the Owner or other qualification of the proposal.
2. If the Owner determines that a proposal may have failed to meet one or more of the "Pass or Fail" criteria or the proposal format and content requirements, the

Evaluation Team, described below, will review that proposal and make its own determination, documented in writing, of whether (1) the proposal meets requirements for further evaluation or (2) the Owner will request clarifications or corrections to enable further evaluation or (3) the Owner will determine the proposal non-responsive to the RFQ and reject it.

3. An Evaluation Team made up of three or more employees of the State of Tennessee will evaluate responsive proposals. The Evaluation Team may utilize technical advisers.
4. The Owner may contact references provided by the proposer and other sources available for reference information.
5. Each Evaluation Team member will independently evaluate proposals and assign points using Section B, Qualifications and Experience, and Section C, Technical Approach, in RFQ Section 2.2, Technical Proposal.
6. The Owner reserves the right, at its sole discretion, to request proposer clarification of a Technical Proposal or to conduct clarification discussions with proposers. Such discussions shall be limited to specific sections of the proposal identified by the Owner. The subject proposer shall put the resulting clarification in writing as may be required by the Owner.
7. The Owner reserves the right to receive an oral presentation from a proposer. Oral presentation topics and the number of firms presenting are at the sole discretion of the Owner.
8. Using the scores from the Evaluation Team, the Owner will develop Technical Proposal Scores. For each proposer the median score of all evaluators' scores is determined for both Technical Proposal Sections B and C. The two median scores for each proposer are added to determine the proposer's Technical Proposal Score.
9. After Technical Proposal evaluations are completed the Owner will advise proposers of evaluation results.

## 2.0 PROJECT SPECIFIC DOCUMENTS

### 2.1 SCHEDULE OF EVENTS

The following table provides the Owner's proposed Schedule of Events. The Owner reserves the right, at its sole discretion, to change this schedule. The Owner will communicate a change to the Schedule of Events to entities from whom the Owner has received a Notice of Intent to Propose.

EVENT	DATE	TIME at LOCATION
1. Owner Issues RFQ	<<Month DD, 20YY>>	
2. Pre-Proposal Conference Location and Instructions below.	<<Month DD, 20YY>>	<<Time>>
3. Notice of Intent to Propose Deadline	<<Month DD, 20YY>>	
4. Comments Deadline	<<Month DD, 20YY>>	
5. Owner Responds to Comments	<<Month DD, 20YY>>	
6. Proposal Deadline Proposals must be submitted to the Owner no later than the date and time shown, at the location below.	<<Month DD, 20YY>>	<<Time>>
7. Owner Advises Proposers of Evaluation Results and Procurement File Opened for Public Inspection	<<Month DD, 20YY>>	
8. Invitations to Bid Issued with Pre-Bid Conference Date	To Be Determined	

#### Pre-Proposal Conference Location and Instructions:

<<Location and instructions or reference attachment with location information. Use second page if needed.>>

#### Proposal Submittal Location:

<<Location information. Use second page if needed.>>

## 2.2 TECHNICAL PROPOSAL

<b>PROPOSER NAME: &lt;&lt;Name&gt;&gt;</b>	
<b>TECHNICAL PROPOSAL SECTION A: MANDATORY REQUIREMENTS</b>	<b>Proposal Page Number (By Proposer)</b>
Owner Evaluation for Each Requirement: <b>Pass or Fail</b>	
<b>A.1</b> Provide a <b>completed Certification Statement</b> , in the format provided herein.	
<b>A.2</b> Provide a <b>letter(s) from an insurance and/or surety agency stating Proposer's capability to provide insurance and bonding</b> for the Project in accordance with the estimated construction cost listed in RFQ Section 2.3, Project Narrative and Documentation, and the General Conditions of the Contract for Construction.	
<b>A.3</b> Describe Proposer's <b>form of business</b> (e.g., corporation, partnership, limited liability company) and the U.S. state in which it is established.	
<b>A.4</b> Provide a <b>statement of whether there have been mergers, acquisitions, or sales of Proposer</b> within the last five years, and if so, an explanation providing relevant details.	
<b>A.5</b> Provide a <b>statement that discloses pending litigation</b> against Proposer. The Owner reserves the right to request an opinion of Proposer's counsel as to whether pending litigation will impair performance in a contract under this RFQ.	
<b>A.6</b> Provide a <b>statement declaring whether</b> , in the last ten years, the <b>Proposer has filed, or had filed against it, bankruptcy</b> or insolvency proceeding, whether voluntary or involuntary, or undergone the appointment of a receiver, trustee, or assignee for the benefit of creditors, and if so, an explanation providing relevant details.	
<b>A.7</b> Identify <b>Proposer's primary contact person</b> for the Owner including mailing address, telephone number, and email address.	
<b>A.8</b> Provide a <b>statement declaring Proposer does not have a prohibition for proposing</b> as stated in RFQ Section 1.4.D.9 and an explanation of potential conflict.	

<b>PROPOSER NAME: &lt;&lt;Name&gt;&gt;</b>	
<b>TECHNICAL PROPOSAL SECTION B: QUALIFICATIONS AND EXPERIENCE</b>	<b>Proposal Page Number (By Proposer)</b>
<b>B.1</b> Provide a brief statement indicating <b>Proposer's credentials</b> to deliver the services required by this RFQ. Name the office location(s) providing services and number of employees in each. Provide Proposer's insurance experience modification rate for the last three years. <b>5 points</b>	
<b>B.2</b> Provide <b>summary information for each of no more than three projects</b> of similar scope and complexity constructed in the past ten years or is being constructed by Proposer. Format information as shown after this Section B on no more than one page for each project. <b>15 points</b>	
<b>B.3</b> List <b>contracts with the State of Tennessee</b> including current contracts and contracts completed within the past five years. <b>5 points</b>	
<b>B.4</b> Provide <b>resumes of no more than one page each for the project executive, project manager(s), and superintendent(s)</b> . Include job title, education, professional license or registration, general employment history, and relevant project experience and project roles. Provide two references for the project manager(s) and superintendent(s) with names and contact information. <b>15 points</b>	
<b>B.5</b> Provide a <b>table identifying the personnel named in B.4 assigned to projects named in B.2</b> and their job titles for those projects. <b>10 points</b>	
<b>B.6</b> Provide a <b>table identifying the estimated amount of time in hours per week that each of the key personnel identified in B.4 will be committed to this project.</b> <b>10 points</b>	
<b>Section B: 60 points</b>	

<b>PROPOSER NAME: &lt;&lt;Name&gt;&gt;</b>	
<b>TECHNICAL PROPOSAL SECTION C: TECHNICAL APPROACH</b>	<b>Proposal Page Number (By Proposer)</b>
<p><b>C.1</b> Provide a statement indicating how Proposer will deliver the construction services required by this RFQ. Include a project organizational chart designating the lines of authority.</p> <p><b>10 points</b></p>	
<p><b>C.2</b> Describe the methods to be used for the following construction services as applied to this Project.</p> <ol style="list-style-type: none"> <li>1. Tracking and reporting construction progress, schedule, conflict resolution, and accounting information</li> <li>2. Quality control program for construction</li> <li>3. Safety program for construction</li> <li>4. Project close-out procedures</li> </ol> <p><b>10 points</b></p>	
<p><b>C.3</b> Describe Proposer's experience implementing criteria for sustainable design and construction such as State of Tennessee High Performance Building Requirements, LEED, Green Globes or Energy Star.</p> <p><b>5 points</b></p>	
<p><b>C.4</b> If any work, regardless of dollar value, is required for the trades listed below, and if Proposer will not perform the work in that category with Proposer's own forces, identify one to three subcontractors in each category that are prequalified by your firm to serve as a subcontractor for this Project. Describe the qualifications for each that meet or exceed your prequalification requirements.</p> <ol style="list-style-type: none"> <li>1. Electrical</li> <li>2. HVAC</li> <li>3. Masonry</li> <li>4. Plumbing</li> <li>5. Roofing</li> </ol> <p>The Owner reserves the right to request an AIA Document A305-1986 on a proposed subcontractor.</p> <p><b>10 points</b></p>	

Section C continues on the next page.

<b>PROPOSER NAME: &lt;&lt;Name&gt;&gt;</b>	
<b>TECHNICAL PROPOSAL SECTION C: TECHNICAL APPROACH</b>	<b>Proposal Page Number (By Proposer)</b>
<p><b>C.5</b> Provide the following:</p> <p>(a) A description of the Proposer’s existing programs and procedures designed to encourage and foster commerce with business enterprises owned by minorities, women, persons with a disability and small business enterprises;</p> <p>(b) A listing of the Proposer’s current contracts with business enterprises owned by minorities, women, persons with a disability and small business enterprises;</p> <p>(c) An estimate of the level of participation by business enterprises owned by minorities, women, persons with a disability and small business enterprises in a contract awarded to the Proposer pursuant to this RFQ; and</p> <p>(d) The percent of the Proposer’s current employees listed by gender, noting ethnicity and disability.</p> <p><b>5 points</b></p>	
<b>Section C: 40 points</b>	

Maximum Technical Proposal Score: 100 points.

Minimum required for qualification for an Invitation to Bid: 75 points.

## **2.3 PROJECT NARRATIVE AND DOCUMENTATION**

*This will include information on the following.*

- a. *Design team*
- b. *Project description*
- c. *Basic scope of work for major components and/or subcontractor trades*
- d. *Anticipated Project schedule*
- e. *Estimated construction cost*
- f. *Site plan and/or other drawings showing design intent*