

The University of Memphis
REQUEST FOR QUALIFICATIONS (RFQ)
May 19, 2026

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

Roof Replacement Five Buildings

SBC number 367/007-xx-2026

State of Tennessee

The University of Memphis

Memphis, Tennessee

The University of Memphis (UM) issues this RFQ to Designers interested in providing architectural, engineering, and consulting services for the roof replacement of five buildings on campus. Qualification Statements 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.

NOTE: Preference is for design firms located within the Memphis/West Tennessee area.

Summary of Project and Required Designer Services:

The five buildings will include but not limited to Administration, Ray Herzog, Patterson, Ellington, and Billy Mac Jones, as budget allows. Scope of work to include asbestos testing and abatement if required, demo existing roof system to deck, new vapor barrier, new insulation, new fleece-back 60 mil white PVC/KEE membrane system, new metal and base flashings, repairs/addition of drainage systems and overflows as required, and standard TN 30 year warranty. Finished roof surface shall maintain a minimum slope of 1/8" per foot to drain. This will be a Design/Bid/Build project.

Scope of services will include all phases of Design and Construction: Program Verification, Schematic Design, Design Development, Contract Documents, Bidding, Construction Administration, and Close-Out. All Architectural, Mechanical, Electrical, Plumbing, Structural services, 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. Fee will be calculated using the Standard State Formula calculated on the MACC. After the designer of record is under contract, the University and Design team will jointly select an environmental consultant.

Additional Information:

This project will utilize State funding that has been approved in the Governor's FY27 Budget.

. The Designer will be retained and managed under the standard University of Memphis and State Building Commission policies and Designer Agreement.

.The maximum allowable construction cost (MACC) is \$5,261,3000.

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 and OSA Connect 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

Schedule of Events:

RFQ SCHEDULE OF EVENTS		
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 UM website under RFP - RFQ		
Event	Time	Date
Post RFQ on UM website and OSA Connect		5/19/2026
Pre Proposal Conference Call Interested parties need to submit an email request for the phone number at least one day before the conference call.	NA	NA
Written Question Deadline Send by Email to RFP Coordinator	2:00 PM CT	6/01/2026
UM Responds to Written Questions	2:00 PM CT	6/05/2026
Proposal Deadline	2:00 PM CT	6/12/2026
UoM Interviews (optional)	NA	NA
UoM Evaluation Complete		7/06/2026
Evaluations sent to State Architect		7/10/2026
Designer Selection Public Announcement - Executive Subcommittee Meeting of the State Building Commission		7/20/2026

RFQ Communications:

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

Mark T Longfellow

Mark T Longfellow – RFQ Coordinator

mlngflw@memphis.edu

901-678-1732

Only the UM official written responses and communications shall be considered binding with regard to this RFQ. Additional information will be issued as an Addendum and posted on the OSA Connect. PDF's of proposals shall be uploaded to OSA Connect on or before the stated deadline.

Pre-Proposal Conference Call:

NA

Submittal Deadline:

To be considered, the RFQ must be uploaded to OSA Connect by the deadline in the schedule of events.

RFQ's submitted past the due and time will not be accepted.

Submittal Format:

The RFQ response shall be on one PDF file. **Maximum number of pages shall not to exceed 50** including a one-page transmittal letter, table of contents, photos, dividers, charts, spreadsheets and appendices. Number all pages and follow the information structure provided with clear identification of each information section.

Transmittal letter should be marked as follows:

Qualification Statement

Roof Replacement Five Buildings

The University of Memphis

Submitted By: <<Firm Name>>

Contact: <<Contact Person Name, Address, Telephone Number>>

RFQ 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.

Qualifications Statement Required Information and Scoring:

A. Design Firm Information: **(Pass/Fail – If all items below are not provided, proposal will not be opened)**

- 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 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>

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.
Maximum B.1: 5 points.
- B.2 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
 - Design time period
 - Completion date and dollar value of construction
 - Actual cost versus budget
 - 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

In the event specialty consultants are included as part of the firm's team, provide information on up to five of the consultant's projects 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.

Maximum B.2: 20 points)

- 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: 15 points.

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: 10 points.

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. Maximum: 10 points

C.2 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.
In the event specialty consultants 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.
Maximum C2: 20 points

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. Maximum: 10 points

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. Maximum: 10 points.

Total Maximum Score: 100 points

Project Request

SBC1

1 Department: **367 - University of Memphis (007)** Submitting
 Project Title: **Roof Replacement Five Buildings** 04/28/2026
 Institution: **UoM**
 City/ County: **Memphis / Shelby** SBC No: **367/007-02-2026**

3			<u>New</u>	<u>Renovation</u>
<input type="checkbox"/>	Capital Outlay			
<input checked="" type="checkbox"/>	Capital Maintenance	Gross Sq. Ft.	0	108,000
<input type="checkbox"/>	Disclosure	Net Sq. Ft.	0	0
<input checked="" type="checkbox"/>	Designer Required	Cost/ Sq. Ft.	0.00	44.28

4 Project Description

This project will replace roofs on the Administration Building, Ray Herzog Building, Ellington Hall, Patterson Hall and Billy Mac Jones Building.

5	<u>Total Project</u>	<u>Allocation</u>				
	\$4,783,000.00	\$4,783,000.00	Building Construction			
	\$0.00	\$0.00	Site & Utilities			
	\$0.00	\$0.00	Built-in Equipment			
	\$4,783,000.00	\$4,783,000.00	Bid Target			
	\$478,300.00	\$478,300.00	Contingency	10%	10%	
	\$5,261,300.00	\$5,261,300.00	M.A.C.C			
	\$330,540.00	\$330,540.00	Fee	6.28%	6.28%	New
	\$0.00	\$0.00	Movable Equipment			
	\$0.00	\$0.00				
	\$0.00	\$0.00				
	\$148,160.00	\$148,160.00	Administration & Miscellaneous			
	\$5,740,000.00	\$5,740,000.00	Total Cost			

6 Funding

\$5,740,000.00	\$5,740,000.00	STATE Funds
\$0.00	\$0.00	FEDERAL Funds
\$0.00	\$0.00	
\$5,740,000.00	\$5,740,000.00	

7 Available Funding Sources

SBC Meeting Date

07/09/2026 5,740,000.00 26/27 CurrFunds-CapMaint(MP) (A)
\$5,740,000.00

8 SBC Action Date Action

9 Designer Unassigned