

The University of Memphis  
**REQUEST FOR QUALIFICATIONS (RFQ)**  
July 07,2023

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

## **Mynders Hall Renovation**

**SBC number 367/007-xx-2023**

**State of Tennessee  
The University of Memphis  
Memphis, Tennessee**

The University of Memphis (UoM) issues this RFQ to Designers interested in providing architectural, engineering, and consulting services for Program Verification, Schematic Design, Design Development, Contract Documents, Construction Administration, and Close-Out. The University intends to enter into an agreement with a Designer that will deliver design services enabling renovation of an existing historic facility having the highest possible quality within the available funding and the required schedule. 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.

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

Renovation of an existing 52,600 gross sq. ft. historic building that will include academic and research/lab space. Plans will include offices, office service and conference spaces. The building will also feature research stations and breakout/conference rooms to provide opportunities for collaboration. The research hubs will include amenities that makes each one an acceptable alternative to a private office environment. The large assembly area once utilized by the dorm residents will become a large assembly area that welcomes not only building occupants, but is a prized destination for the campus and community within which the historic value of the space is presented in a modernized approach.

The maximum allowable construction cost (MACC) is \$20,251,000 million including costs for interior demolition, all building construction, environmental abatement, structural modifications as required, upgrades/replacement of all major building systems, site improvements, landscaping, utility connections, built-in equipment, information technology, audio visual systems, interior signage, and security features.

Mynders Hall was one of the three original campus buildings built in 1912. It served as a residence hall until 2005 when the building was closed and unoccupied. A new roof was installed in 2020. Plans shall be submitted by the designer to the Tennessee Historical Commission for review and approval.

The main project will be developed in one phase under one CMGC. A separate bid for an interior demolition package will be completed first to remove interior walls and finishes to the bare structure to enable the designers and CMGC to more effectively eliminate hidden conditions.

All architectural, civil, electrical, fire protection, landscape architecture, mechanical, plumbing, structural, , security, audio visual, graphics, cost estimating, and other needed design services as required for the MACC of the complete project shall be included in the basic services fee. Commissioning, environmental survey (including abatement design and CA), lab consulting, creation of CAD plans for the existing building (no as-built plans exist), and detailed structural evaluation to include destruction investigation will not be included in the basic design services fee.

As a part of basic services, the designer will provide a workable basic layout of interior furnishings and moveable equipment as required by the designers manual. Designer shall compile bid packages for both furnishings and moveable equipment under a separate task from the basic services.

After the designer of record is selected and approved by the State Building Commission, the University and Design team will jointly select a commissioning agent, surveyor, environmental consultant, laboratory consultant, and structural consultant for analysis of existing structure.

See the accompanying posted Program Information, SBC-1, Existing Floor Plans, and Preliminary Schematic Plans for additional details.

**Additional Information:**

This project will utilize funding with a combination of state bonds and private sources and will proceed through design and construction after designer selection and approval of the project by the State Building Commission. 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 Program Verification, Schematic Design, and Design Development. A contract amendment will be issued for Construction Documents, Bidding and Negotiation, Construction Administration, and Close-Out.

A Construction Manager / General Contractor (CM/GC) method of construction delivery will be utilized for this project. The Designer will participate as an advisor in the selection of the CM/GC.

**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:**

<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 U of M website under RFP - RFQ		
<b>Event</b>	<b>Time</b>	<b>Date</b>
Post RFQ on U of M website	3:00 PM CT	7/7/2023
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	7/13/2023
Written Question Deadline	2:00 PM CT	7/21/2023
U of M Responds to Written Questions	2:00 PM CT	7/28/2023
<b>Proposal Deadline</b>	<b>2:00 PM CT</b>	<b>8/2/2023</b>
UoM Interviews (optional)	TBD	TBD
UoM Evaluation Complete	2:00 PM CT	8/11/2023
Information available for State Architect	2:00 PM CT	8/11/2023
Executive Subcommittee of the State Building Commission	11:00 CT	8/21/2023

**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  
[mInqfilw@memphis.edu](mailto:mInqfilw@memphis.edu)  
 901-678-1732

Only the U of M 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 U of M website, under RFP/RFQ. Each Proposer shall assume the risk of the method of dispatching any communication to the U of M. The U of M 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 U of M.

**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 RFQ 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 RFQ response shall be on standard 8 ½" x 11" paper. Maximum number of pages shall not to exceed 50 including pages with photos, dividers, charts spreadsheets and appendices. Include a one page transmittal letter and a table of contents. Pages with print on both sides will be counted as two pages. Number all pages and follow the information structure provided with clear identification of each information section.

Submit seven bound copies and a single digital file in a searchable PDF format on a flash drive. Submittal package should be marked as follows:

Qualification Statement  
Mynders Hall Renovation  
The University of Memphis  
Submitted By: <<Firm Name>>  
Contact: <<Contact Person Name, Address, Telephone Number>>

**RFQ Evaluation**

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

The UoM 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.

**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 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 consultants 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**