



September 18, 2023

Request for Qualifications (RFQ)

To select a Designer for:

**J. J. Oakley Innovation Center & Residence Hall
SBC 166/011-xx-2023
Tennessee Tech University
Cookeville, Tennessee**

Tennessee Tech University, on behalf of the State of Tennessee, is issuing this RFQ to obtain a Designer interested in providing full design services for the programming, design, contract documents, and construction administration of the Innovation Center Residence Hall project. TTU intends to enter into an agreement with a Designer that will deliver programming and design services enabling construction of a facility having the highest possible quality within the available funding and the required schedule. Qualifications Statements in response to this RFQ shall be submitted in accordance with the requirements provided herein.

Summary of Project:

The proposed Residence Hall will be a new, state-of-the-art residence hall that will expand and diversify on-campus housing options offered by TTU. TTU's current housing facilities provide a positive experience for students, predominantly serving first-time freshmen students through traditional, shared-bedroom style units. The new residence hall is intended to enhance on-campus housing options for returning students by providing a minimum of 400 new beds in semi-suite and traditional-style double occupancy room dwelling units with upgraded shared restroom facilities. The building will have shared amenities for residents such as study lounges, laundry, community kitchens, and academic support space. There will also be a Residential Life office suite located on the ground floor of the residence hall building.

The facility will be a multi-story building with residential units and minor amenities on upper floors and larger amenity spaces on the ground floor. TTU desires an innovative approach to the design of the building that will enhance the University's profile when competing with housing options provided at similar institutions both in- and out-of-state while also respecting the Modified Georgian style of TTU's campus architecture. The building is expected to be substantially complete by April 2027 so that it may be occupied for the fall 2027 semester.

The proposed Innovation Center will be a separate, but adjacent, building providing maker-space, project fabrication area, photo and recording studios, multi-function collaboration spaces, administrative support spaces, and dining facilities. The Innovation Center building will be available to all students on campus, not limited to those residing in the residence hall. Flexibility and

innovation will be key for the design of this rapidly evolving project-type. A small dining facility is also envisioned within the Innovation Center, which would provide café-style grab-and-go options for students on the west side of campus. There is no cooking planned for the dining venue. The dining space will also provide meeting and informal entrepreneurial pitch space to complement the maker-space.

The buildings will be located southeast of the intersection of University Drive and North Willow Avenue in the western half of Sherlock Park. This area serves as a gateway into the western edge of campus and may accommodate added phases of student housing in the future as indicated on the concept site plan. The project may have an early release package(s) for infrastructure and utilities, foundations, and steel framing required for the project.

The Residence Hall will provide approximately 125,000 gross square feet, primarily consisting of residential units in semi-suite and traditional double-occupancy room configurations as well as amenity spaces for residents and a Residential Life office suite.

The Innovation Center will be approximately 18,000 gross square feet and provide maker space and expanded dining facilities.

The targeted construction cost for both the Residence Hall and Innovation Center is \$59,600,000 with a maximum allowable construction cost of approximately \$62,580,000, including costs for infrastructure, site improvements, and buildings.

Required Designer Services:

Design firms will be retained and will operate under standard Tennessee Tech University Office of Capital Projects and Planning procedures, State Building Commission policy and Designer Agreement requirements. More information can be found on the TTU Capital Projects and Planning website:

<https://www.tntech.edu/capital-projects/>

The designer will provide Services as defined by the SBC-6 and SBC-6a dated May 16, 2016. These documents are available on the Office of the State Architect website:

<https://www.tn.gov/osa/general-information/forms---contracts.html>

NOTE: Funding for this project includes bond funding obtained through the Tennessee Secondary School Bond Authority (TSSBA). TSSBA guidelines require the Tennessee Board of Regents to write the designer's contract and process payments due to the bond funding. TBR will provide limited management and oversight of this project to the extent required by the TSSBA.

The design and construction of this project will meet the High Performance Building Requirements (HPBr). The HPBr is available at this website:

<https://www.tn.gov/content/tn/osa/capital---real-estate/capital-projects/high-performance-building-requirements--hpbr-.html>

Services generally required for the complete project are included in the Basic Services, except for programming. There are no extraordinary or unique requirements in the buildings. We are not requiring consultants for each discipline/category of services. We expect the selected design firm to provide and coordinate these services as they deem appropriate for this project.

The selected designer will be required to develop an architectural program for the project. Programming will be paid as Additional Services.

A Construction Manager / General Contractor (CM/GC) method of construction delivery is proposed for this project. The designer may participate as an advisor in the selection of the CM/GC and will coordinate and work with the CM/GC to deliver a project in compliance with the program and within the funding allocated for the project.

As a part of Basic Services the designer will provide a workable layout of typical furnishings. Final design and specifying interior furnishings are not a part of Basic Services.

The site is adjacent to and immediately west of the site for the Engineering Building. A concept site plan is posted along with the RFQ on the website. This RFQ is for Phase 1 only.

<https://www.tntech.edu/capital-projects/sbc-capital/rfp-rfq.php>

Business arrangements and staff locations:

TTU 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 Requests for Qualifications (RFQ) for a project.

<https://www.tn.gov/osa/capital---real-estate/2018-designer-registration--now-open-.html>

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 by a special post to the TTU website under RFP – RFQ. All times listed are central time and all dates listed are TTU business days.		
Event	Time	Date
TTU Posts RFQ on Website		9/18/2023
Pre-Proposal Conference Call (Optional)	2:00 p.m.	9/25/2023
Written Question Deadline	4:30 p.m.	9/27/2023
TTU Responds to Written Questions		10/4/2023
Proposal Deadline	2:00 p.m.	10/16/2023
TTU Evaluation Complete		11/20/2023
Finalists for Interview Notified		11/21/2023
Designer Short List Interviews		11/27-12/1/2023
Information Available for State Architect		12/7/2023
Executive Subcommittee of the State Building Commission		12/15/2023

RFQ Communications:

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

Ms. Jody Webb, RFQ Coordinator
Capital Projects and Planning
Tennessee Tech University
Facilities and Business Services Building, Room 116

Mailing address: P.O. Box 5011
Cookeville TN 38505

Street Address: 220 W. Tenth Street
Cookeville TN 38501

931-372-3524 jwebb@tntech.edu

Only TTU's 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 TTU's Capital Projects and Planning website, under RFP/RFQ. The website link is:

<https://www.tntech.edu/capital-projects/sbc-capital/rfp-rfq.php>

Each Proposer shall assume the risk of the method of dispatching any communication to TTU. TTU 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 TTU.

Pre-Proposal Virtual Meeting:

Participation in the pre-proposal virtual meeting is not mandatory, but strongly recommended. The time and date for the meeting are included in the schedule of events. Send an email request to the RFQ Coordinator at least one day before the meeting and a TEAMS link will be provided via email. Include in the subject line **Request for RFQ TEAMS Meeting Link**.

Submittal Deadline:

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

Capital Projects and Planning Office
Tennessee Tech University
Facilities and Business Services Building
Room 116
220 W. Tenth Street
Cookeville TN 38501

Submittal Format:

The RFQ response shall be on standard 8 ½" x 11" paper. Maximum number of pages 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. The RFQ response should be bound with wire or plastic binder so the open document will lay flat. Hard covers, 3 ring binders, sleeves, and other unique presentations features are discouraged.

Submit ten 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
Innovation Center Residence Hall
Tennessee Technological University
Submitted By: <<Firm Name>>

RFQ Evaluation

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

Qualifications Statement Required Information and Scoring Maximum Total Score: 100 points

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 key 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.

https://www.tn.gov/content/dam/tn/statearchitect/documents/SBC_POLICY_MASTER.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.

B. Qualifications and Experience: (60 points)

- 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: 10 points

- 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. 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, 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 key consultants' 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. Include the information defined in B.2a.

Maximum B.2: 25 points

B.3 Provide the resumes of key firm and consultant personnel who shall be assigned to this project, their work location 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: (40 points)

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.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, 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.

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 various elements as identified above as appropriate.

Complete the matrix to show the level of participation of each discipline for each phase of the project that the designer may be providing. All disciplines are considered Basic Services. The total effort for each phase should total 100% allocated appropriately between each discipline for each phase. You may add or delete rows as needed.

Discipline – Architectural, Mechanical, Electrical, Plumbing, etc.	Program	SDP	DDP	CDP	Const.	Close- Out
Total						

Maximum C2: 15 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: 5 points