

The University of Tennessee

## **REQUEST FOR QUALIFICATIONS:**

**Construction Procurement Through**

## **Best Value Option One**

for the

## **Art & Architecture Office Renovation**

540/009-03-2023

The University of Tennessee Knoxville

February 12, 2025

### **RFQ COORDINATOR:**

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### **CONTENTS:**

#### **1.0 STANDARD DOCUMENTS**

- 1.1 INTRODUCTION
- 1.2 RFQ COMMUNICATIONS
- 1.3 PRE-PROPOSAL CONFERENCE AND PROPOSER COMMENTS
- 1.4 PROPOSAL REQUIREMENTS
- 1.5 BID AND CONTRACT REQUIREMENTS
- 1.6 EVALUATION GUIDE

#### **2.0 PROJECT SPECIFIC DOCUMENTS**

- 2.1 SCHEDULE OF EVENTS
- 2.2 TECHNICAL PROPOSAL
- 2.3 PROJECT NARRATIVE AND DOCUMENTATION

## **1.0 STANDARD DOCUMENTS**

### **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.

#### **C. Nondiscriminatory Participation**

1. Through this RFQ the Owner seeks to procure the best services at the most favorable, competitive prices and to give all qualified businesses, including those that are owned by minorities, women, persons with a disability, and small business enterprises, opportunity to do business with the Owner.
2. No person shall be excluded from participation in, be denied benefits of, be discriminated against in the admission or access to, or be discriminated against in treatment or employment in the State's contracted programs or activities on the grounds of disability, age, race, color, religion, sex, national origin, or other classification protected by federal or Tennessee State Constitutional or statutory law; nor shall they be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of contracts with the State of Tennessee or in the employment practices of the State's contractors. Accordingly, all vendors entering into contracts with the State of Tennessee shall, upon request, show proof of such nondiscrimination and shall post in conspicuous places, available to all employees and applicants, notices of nondiscrimination.
3. Upon request the Owner will provide the Owner's designated contact to coordinate compliance with the nondiscrimination requirements of the State of Tennessee, Title VI of the Civil Rights Act of 1964, the Americans with Disabilities Act of 1990, and applicable federal regulations.

#### **D. Diversity in Contractual Relationships**

It is the express desire of the State Building Commission (SBC) to include an emphasis on diversity in its contractual relationships with contractors for the

construction, demolition or renovation of State projects under the jurisdiction of the Commission. Refer to Item 5 in the SBC Policy.

## **1.2 RFQ COMMUNICATIONS**

### **A. Notice of Intent to Propose**

1. Potential proposers shall submit a Notice of Intent to Propose by email to the RFQ Coordinator. The notice should include the following.

Proposer's organization name  
Name and title of a contact person  
Contact person's telephone number and email address

2. The Owner will convey all official communications and addenda to such proposers.
3. The Notice of Intent to Propose must be submitted no later than the date detailed in RFQ Section 2.1, Schedule of Events.
4. Such notice creates no obligation and is not a prerequisite for making a proposal.

### **B. RFQ Addenda and Cancellation**

1. The Owner reserves the right to issue addenda to this RFQ in writing up to five days prior to the Proposal Deadline.
2. The Owner reserves the right, at its sole discretion, to cancel and reissue this RFQ or to cancel this RFQ in its entirety.

### **C. Additional Communications Processes**

1. Unauthorized contact regarding this RFQ with employees or officials of the Owner or of the State of Tennessee other than the RFQ Coordinator may result in disqualification.
2. Interested parties and potential proposers must direct all communications regarding this RFQ to the RFQ Coordinator who is the Owner's official point of contact for this RFQ.
3. Notwithstanding the foregoing, for information and assistance regarding this RFQ interested parties may contact the staff of the Governor's Office of Diversity Business Enterprise.
4. The SBC Number for the Project shown on the cover must be referenced in all communications regarding the RFQ.
5. Oral communications shall be considered unofficial and non-binding with regard to this RFQ.
6. Each proposer shall assume the risk of the method of dispatching a communication or proposal to the Owner. The Owner 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 or proposal by the Owner.
7. Only the Owner's official written responses and communications shall be considered binding with regard to this RFQ.

8. The Owner reserves the right to determine, at its sole discretion, the method of conveying official written responses and communications pursuant to this RFQ such as by letter, by email, or by website posting.

### **1.3 PRE-PROPOSAL CONFERENCE AND PROPOSER COMMENTS**

#### **A. Pre-Proposal Conference**

1. A Pre-Proposal Conference will be held at the time, date, and location detailed in RFQ Section 2.1, Schedule of Events. Attendance is not a prerequisite for making a proposal.
2. The purpose of the Pre-Proposal Conference is to discuss the RFQ scope of services and contract requirements. While questions will be entertained, the oral response to a question at the conference shall be considered tentative and non-binding with regard to this RFQ.

#### **B. Proposer Comments and Waiver of Objections**

1. Each proposer shall carefully review this RFQ and all attachments for comments, questions, defects, objections, or other matters requiring clarification or correction, collectively called Comments. Comments must be made in writing and received by the RFQ Coordinator no later than the Comments Deadline detailed in the RFQ Section 2.1, Schedule of Events.
2. A proposer's protests based on objections concerning the RFQ shall be considered waived and invalid if Comments relevant to the objections have not been brought to the attention of the RFQ Coordinator, in writing, by the Comments Deadline detailed in RFQ Section 2.1, Schedule of Events.
3. The Owner reserves the right to determine, at its sole discretion, the appropriate and adequate responses to Comments. The Owner's official responses to Comments pursuant to this RFQ shall be issued as an addendum to this RFQ.

### **1.4 PROPOSAL REQUIREMENTS**

#### **A. Proposal Deadline and Location**

1. Section 2.1, Schedule of Events, details the requirements for the location and the deadline time and date for submitting a proposal. A late proposal or a proposal not submitted to the designated location will not be accepted.
2. The proposal deadline time shall be established by the timepiece of the Owner.

#### **B. Proposal Contents**

1. A proposal must respond to the description of Contractor scope of services, contract requirements, and proposal requirements described in this written RFQ and RFQ attachments, exhibits, or addenda.
2. No portion of a proposal may be delivered orally or by means of electronic transmission.
3. A proposal in response to this RFQ shall consist of a Technical Proposal as described herein and RFQ Section 2.2.

4. Each proposer must submit a single digital file copy in a searchable PDF format. The digital file should not exceed 20 MB and should be named using the following format: "<Proposer Name> BV1 540/009-03-2023". Proposals should be clearly marked as follows.

**Technical Proposal**

Best Value Option One

Art & Architecture Office Renovation

SBC No. 540/009-03-2023

Submitted By:

<<Contractor Name>>

<<Contractor License No., Classification, Expiration Date, License Limit>>

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

**C. Technical Proposal Requirements**

1. No pricing information shall be included in the Technical Proposal. Inclusion in the Technical Proposal of a direct or implied revelation of bid amount information shall make the proposal non-responsive and the Owner will reject it.
2. Each proposer must use RFQ Section 2.2 to guide organization of the Technical Proposal. Each proposer shall duplicate RFQ Section 2.2 for use as the Table of Contents for the Technical Proposal by adding proposal page numbers and the proposer's name as indicated. The proposer must address all items for all sections and provide, in sequence, the required information and documentation with the associated item references.
3. The Technical Proposal must be economically prepared, with emphasis on completeness and clarity of content, legibly written, brief, and to the point in a direct response to the information requested for each item. All material must be on standard 8 1/2" x 11" paper with exceptions permitted for foldouts containing non-text information such as charts and spreadsheets.
4. All pages must be numbered excluding covers.
5. The Technical Proposal shall not exceed 25 pages excluding covers. Pages or sheets with print on both sides will be counted as two pages. Hyperlinks and QR Codes should not be included in any proposal. All pertinent information should be clearly and concisely documented within the 25 pages allowed.
6. All information included in a Technical Proposal shall be relevant to a specific requirement detailed in RFQ Section 2.2. All information must be incorporated into a response to a specific requirement and clearly referenced. Information not meeting these criteria will be deemed extraneous and will in no way contribute to the evaluation process.

**D. Proposal Prohibitions and Right of Rejection**

1. Each proposal must comply with all of the terms and requirements of this RFQ and all applicable State laws and regulations. The Owner reserves the right, at its sole discretion, to consider non-responsive and reject a proposal that does not comply with all of the terms, conditions, and performance requirements of this RFQ.
2. A proposal of alternate services (i.e., a proposal that offers services different from those requested by this RFQ) may be considered non-responsive and rejected.

3. A proposer shall not restrict the rights of the Owner or otherwise qualify a proposal. The Owner may determine such a proposal to be a non-responsive counteroffer and reject the proposal.
4. A proposer shall not submit the proposer's own contract terms and conditions in a response to this RFQ. If a proposal contains such terms and conditions, the Owner may determine, at its sole discretion, the proposal to be a non-responsive counteroffer, and the proposal may be rejected.
5. A proposer shall not submit more than one proposal. Submitting more than one proposal shall result in the disqualification of the proposer.
6. A proposer shall not submit multiple proposals in different forms. This prohibited action shall be defined as a proposer submitting one proposal as a Contractor and permitting a second proposer to submit another proposal with the first proposer offered as a subcontractor. This restriction does not prohibit different proposers from offering the same subcontractor as a part of their proposals, provided that the subcontractor does not also submit a proposal as a Contractor. Submitting multiple proposals in different forms may result in the disqualification of all proposers knowingly involved.
7. The Owner will reject a proposal if the bid was not arrived at independently without collusion, consultation, communication, or agreement as to a matter relating to such prices with another proposer. Regardless of the time of detection, the Owner shall consider the foregoing prohibited actions that are detected to be grounds for proposal rejection or contract termination.
8. The Owner reserves the right, at its sole discretion, to reject any and all proposals in accordance with applicable laws and regulations.
9. The Owner will not contract with or consider a proposal from:
  - a. an individual who is, or within the past six months has been, an employee or official of the State of Tennessee;
  - b. a company, corporation, or other contracting entity in which an ownership of two percent or more is held by an individual who is, or within the past six months has been, an employee or official of the State of Tennessee (this shall not apply either to financial interests that have been placed into a "blind trust" arrangement pursuant to which the employee does not have knowledge of the retention or disposition of such interests or to the ownership of publicly traded stocks or bonds where such ownership constitutes less than two percent of the total outstanding amount of the stocks or bonds of the issuing entity);
  - c. a company, corporation, or other contracting entity which employs an individual who is, or within the past six months has been, an employee or official of the State of Tennessee in a position that would allow the direct or indirect use or disclosure of information, which was obtained through or in connection with his or her employment and not made available to the general public, for the purpose of furthering the private interest or personal profit of a person; or,
  - d. an individual, company, or other entity involved in assisting the Owner in the development, formulation, or drafting of this RFQ or its scope of services shall be considered to have been given information that would afford an

unfair advantage over other proposers, and such individual, company, or other entity may not submit a proposal in response to this RFQ.

- e. for the purposes of applying the requirements herein, an individual shall be deemed an employee or official of the State of Tennessee until such time as all compensation for salary, termination pay, and annual leave has been paid.

E. Waiver of Variances

The Owner reserves the right, at its sole discretion, to waive a proposal's variances from full compliance with this RFQ. If the Owner waives minor variances in a proposal, such waiver shall not modify the RFQ requirements or excuse the proposer from full compliance with such. Notwithstanding a minor variance, the Owner may hold a proposer to strict compliance with this RFQ.

F. Proposal Withdrawal

A proposer may withdraw a submitted proposal at any time up to the Proposal Deadline time and date detailed in RFQ Section 2.1, Schedule of Events. To do so, a proposer must submit a written request, signed by a proposer's authorized representative to withdraw a proposal. After withdrawing a previously submitted proposal, a proposer may submit another proposal at any time up to the Proposal Deadline.

G. Proposal Errors and Amendments

Each proposer is liable for all proposal errors or omissions. A proposer may not alter or amend proposal documents after the Proposal Deadline time and date detailed in RFQ Section 2.1, Schedule of Events, unless such is requested in writing and approved by the Owner.

H. Proposal Preparation Costs

The Owner will not pay costs associated with the preparation, submittal, presentation, or contracting of a proposal.

I. Disclosure of Proposal Contents

1. Each proposal and all materials submitted to the Owner in response to this RFQ shall become the property of the Owner. Selection or rejection of a proposal does not affect this right. All proposal information shall be held in confidence during the evaluation process. Notwithstanding, a list of actual proposers submitting timely proposals may be available to the public, upon request, immediately after Technical Proposals are opened by the Owner.
2. By submitting a proposal, the proposer acknowledges and accepts that the full proposal contents and associated documents shall become open to public inspection in accordance with Tennessee Code Annotated (TCA), § 10-7-504(a)(7).

J. Licensure and Qualifications

1. A proposer must be a licensed General Contractor in the State of Tennessee. Before a contract pursuant to this RFQ is signed, the proposer and its personnel, if applicable, must hold all necessary, applicable business and professional licenses as may be required for specific services. The Owner may require a proposer to submit evidence of proper licensure.

2. Proposers shall be familiar with the Contractors Licensing Act of 1994, as currently amended (codified in TCA § 62-6-101, et seq.). A contract will not be awarded to a proposer whose proposal is in conflict with State licensing law.
3. In compliance with TCA § 50-9-114 proposers are advised that the Owner does not operate a certified drug-free workplace program that serves for compliance with TCA § 50-9-113.
4. Proposals submitted shall not include a contractor or subcontractor disqualified from participating in SBC projects. The Office of the State Architect (OSA) maintains a list of those that are disqualified.
5. The proposer and its subcontractors shall not knowingly utilize the services of an illegal immigrant in the performance of the Work, and shall not knowingly utilize the services of a subcontractor, sub-subcontractor, or consultant who utilizes the services of an illegal immigrant in the performance of the Work.
6. In compliance with the Iran Divestment Act bids submitted shall not include a contractor or subcontractor on the list created pursuant to TCA § 12-12-106.
7. In compliance with TCA § 12-4-119, Contractors currently engaged in a boycott of Israel or who intend to engage in a boycott of Israel should not bid.

K. Severability

If a provision of this RFQ is declared by a court to be illegal or in conflict with a law, said decision shall not affect the validity of the remaining RFQ terms and provisions, and the rights and obligations of the Owner and proposers shall be construed and enforced as if the RFQ did not contain the particular provision held to be invalid.

L. Material Changes in Performance Capabilities Prior to Award

Material changes are defined as changes in the operations, management or performance capabilities of the proposer that may impact performance of the contract requirements. If there are material changes after the submission of the proposal, but prior to submission of a bid, the proposer shall immediately notify the Owner of the details of such changes. The Owner reserves the right to disqualify the proposer for a material change.

M. Audited Statements

The Owner reserves the right to request CPA audited or reviewed financial statements prepared in accordance with generally accepted accounting principles. If the requested documents do not support the financial stability of the proposer the Owner reserves the right to reject the proposal.

## 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

C. Right to Refuse Personnel

At its sole discretion, the Owner reserves the right to refuse personnel of the Contractor or a subcontractor for use in the performance of a contract pursuant to this RFQ.

D. Insurance

Prior to execution of an agreement for construction services a certificate(s) of insurance will be required as detailed in the Owner's Designers' Manual, Section 00 72 13 General Conditions of the Contract for Construction.

E. Contract Award

1. The Owner intends to contract with the responsive and responsible bidder offering the lowest cost for the work. Such bidder will be recommended to the State Building Commission for award of a contract.
2. The Owner will make the RFQ files available for public inspection on the date in RFQ Section 2.1, Schedule of Events.
3. RFQ protest procedures are located in the SBC Policies and Procedures posted on the OSA's website.
4. The Owner reserves the right, at its sole discretion, to add terms and conditions or to revise pro forma contract requirements in the Owner's best interests subsequent to this RFQ process. No such terms and conditions or revision of contract requirements shall materially affect the basis of proposal evaluations or negatively impact the competitive nature of the RFQ process.
5. The RFQ process does not obligate the Owner and does not create rights, interests, or claims of entitlement in proposers. Contract award and the Owner obligations pursuant thereto shall commence only after contract approval of all State officials as required by State laws and regulations and not prior to the proposer's receipt of a fully signed contract.
6. In the event it is determined that the proposer failed to disclose requested information, or made a false statement, misrepresentation or omission regarding a material fact concerning an aspect of the award of a contract, the proposer may be considered in default and the Owner may terminate the contract immediately.

and/or withhold full or partial payment as it deems appropriate. In addition, the Owner may seek other available remedies to which it is entitled by law.

**F. Contract Payments**

All contract payments shall be made in accordance with the Contract Documents.

## **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.

END

## 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	February 12, 2025	
2. Pre-Proposal Conference Location and Instructions below.	February 19, 2025, via Zoom	2:00 pm ET
3. Notice of Intent to Propose Deadline	February 27, 2025	
4. Comments Deadline	February 28, 2025	
5. Owner Responds to Comments	March 6, 2025	
6. Proposal Deadline Proposals must be submitted to the Owner no later than the date and time shown, at the location below.	March 13, 2025	12:00 pm ET
7. Owner Advises Proposers of Evaluation Results and Procurement File Opened for Public Inspection	March 24, 2025	
8. Invitation to Bid Issued with Pre-Bid Conference Date	To Be Determined	

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

Held via Zoom – Zoom meeting invitation will be sent to firms requesting information from RFQ coordinator by February 18, 2025, at 5:00 p.m. Eastern Time. The Zoom meeting invitation will be sent out the morning of February 19, 2025.

#### Proposal Submittal Location:

Proposals will be received via Microsoft Teams Upload. Proposers who intend to submit a qualification should contact the RFQ Coordinator no later than March 6, 2025 at 5:00 p.m. Eastern Time to receive instructions on uploading submission to assigned portal.

END

## 2.2 TECHNICAL PROPOSAL

<b>PROPOSER NAME:</b>	
<b>TECHNICAL PROPOSAL SECTION A: MANDATORY REQUIREMENTS</b> Owner Evaluation for Each Requirement: Pass or Fail	<b>Proposal Page Number</b> (By Proposer)
<b>A.1</b> Provide a completed Certification Statement, in the format provided herein.	
<b>A.2</b> Provide a letter(s) from an insurance and/or surety agency stating Proposer's capability to provide insurance and bonding 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 form of business (e.g., corporation, partnership, limited liability company) and the U.S. state in which it is established.	
<b>A.4</b> Provide a statement of whether there have been mergers, acquisitions, or sales of Proposer within the last five years, and if so, an explanation providing relevant details.	
<b>A.5</b> Provide a statement that discloses pending litigation 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 statement declaring whether, in the last ten years, the Proposer has filed, or had filed against it, bankruptcy 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 Proposer's primary contact person for the Owner including mailing address, telephone number, and email address.	
<b>A.8</b> Provide a statement declaring Proposer does not have a prohibition for proposing as stated in RFQ Section 1.4.D.9 and an explanation of potential conflict.	

## **CERTIFICATION STATEMENT** (In response to Technical Proposal Section A.1.)

**Proposer Legal Entity Name:** \_\_\_\_\_

**Proposer Tennessee Contractor License Information:**

License Number: \_\_\_\_\_ License Classification applicable to project: \_\_\_\_\_

License expiration date: \_\_\_\_\_ Dollar Limit: \$ \_\_\_\_\_

**The Proposer hereby acknowledges, attests, certifies, warrants, and assures that:**

1. This Proposal constitutes (a) a commitment to provide all services as defined in an Agreement executed pursuant to this Request for Qualifications (RFQ) and (b) confirmation that the Proposer shall comply with all of the provisions in this RFQ.
2. The information detailed in the Proposal submitted herewith in response to the subject RFQ is truthful, accurate and complete.
3. The Proposal submitted herewith in response to the subject RFQ shall remain valid for at least 60 days subsequent to the date of the bid opening and thereafter in accordance with a contract pursuant to the RFQ.
4. The Proposer shall not utilize the services of a contractor or subcontractor disqualified from participating in State Building Commission projects.
5. The Proposer shall not knowingly utilize the services of an illegal immigrant in the performance of an executed Agreement and shall not knowingly utilize the services of a subcontractor, sub-subcontractor, or consultant who utilizes the services of an illegal immigrant in the performance of the Work.
6. As applicable to an executed Agreement, the proposer shall comply with:
  - a. the laws of the State of Tennessee;
  - b. Title VI of the federal Civil Rights Act of 1964;
  - c. Title IX of the federal Education Amendments Act of 1972;
  - d. the Equal Employment Opportunity Act and the regulations issued thereunder by the federal government;
  - e. the Americans with Disabilities Act of 1990 and the regulations issued thereunder by the federal government;
  - f. the condition that the submitted Proposal was independently arrived at, without collusion, under penalty of perjury;
  - g. the condition that no amount shall be paid directly or indirectly to an employee or official of the State of Tennessee as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the Proposer in connection with the Procurement under this RFQ; and,
  - h. the condition that in compliance with the Iran Divestment Act the Proposer is not on the list created pursuant to Tennessee Code Annotated (TCA) § 12-12-106 and shall not utilize a subcontractor on that list.
  - i. TCA § 12-4-119, Contractors currently engaged in a boycott of Israel or who intend to engage in a boycott of Israel should not bid.
7. The following statement is (mark the one that is applicable) ☐ **True** ☐ **False**:

The Proposer and/or any of the Proposer's employees, agents, independent contractors and/or proposed subcontractors have been convicted of, pled guilty to, or pled nolo contendere to a contract crime involving a public contract.
8. The person who signs this certification on behalf of the Proposer is legally empowered to bind the proposer to the provisions of this RFQ and a resulting contract.
9. The Proposer acknowledges receipt of Addendum:

Addendum number(s) and date(s): \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Printed Name and Title: \_\_\_\_\_

END OF CERTIFICATION STATEMENT

<b>PROPOSER NAME:</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 Proposer’s credentials 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.  5 points	
<b>B.2</b> Provide summary information for each of no more than three projects 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.  15 points	
<b>B.3</b> List contracts with the State of Tennessee including current contracts and contracts completed within the past five years.  5 points	
<b>B.4</b> Provide resumes of no more than one page each for the project executive, project manager(s), and superintendent(s). 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.  15 points	
<b>B.5</b> Provide a table identifying the personnel named in B.4 assigned to projects named in B.2 and their job titles for those projects.  10 points	
<b>B.6</b> Provide a 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.  10 points	
Section B: 60 points	

BEST VALUE OPTION 1 RFQ PROJECT SPECIFIC DOCUMENTS – TECHNICAL PROPOSAL

<b>PROPOSER NAME:</b>
<b>SIMILAR PROJECT INFORMATION</b> (In response to Technical Proposal Section B.2.)
Project Title: Client: Project City, State:
Client Contact and Title: Client Contact Telephone and Email:
Project Construction Start Date: Project Construction Completion Date:
Project Square Footage: Dollar Value of Project Construction:
Project Executive: Project Manager: Construction Superintendent:

Describe the project including the scope of the work and the services provided by Proposer. Relate the work in this project to the scope and services contained in the RFQ.



<b>PROPOSER NAME:</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>10 points</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>15 points</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>5 points</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>10 points</p>	
Section C: 40 points	

<b>PROPOSER NAME:</b>	
<b>TECHNICAL PROPOSAL SECTION D: INFORMATION ONLY</b>	<b>Proposal Page Number (By Proposer)</b>
<p><b>D.1</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>	

Maximum Technical Proposal Score: 100 points.

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

END OF TECHNICAL PROPOSAL

## 2.3 PROJECT NARRATIVE AND DOCUMENTATION

### Design Team

Designer of Record: Smith Gee Studio, LLC  
Mechanical Engineer: Facility Systems Consultants, LLC  
Electrical Engineer: Facility Systems Consultants, LLC  
Plumbing Engineer: Facility Systems Consultants, LLC  
Fire Protection Engineer: Facility Systems Consultants, LLC

### Project Description

This project will renovate the offices in the Art & Architecture Building and includes all related work.

The renovation of the Administrative Office Suite for the College of Architecture and Design provides a new space for faculty, students and visitors to work, gather, and collaborate.

The scope includes several offices, formal and casual meeting/gathering spaces and visibility to two of the three main entrances to the building. The existing kitchen will be expanded and moved to a new location in the suite with appliances for internal use and enough space for outside catering services for meetings, events, and guests. Finishes will include glass fronts to offices, high acoustical dampening office ceiling tile, and open acoustical ceiling systems to hide existing HVAC units in the open space. Wood walls/panels divide the space into easily defined areas for interaction. Existing structure is precast concrete.

The building will be continuously occupied during the renovation of this space. Existing loading dock and elevator will be accessible to the contractor on a scheduled basis in conjunction with existing tenants of the building. Classroom space is above and below this tenant space and will need to be considered in the type of work performed during scheduled classes and exam weeks.

The following outlines the work included.

**Demolition and Abatement:** The scope of the project is to reconfigure a second-floor 4300-square-foot office suite of the College of Architecture and Design to house an expanded administration staff, to improve meeting and collaborative space, and to provide better visibility for visitors to the school. The new suite expands its footprint to 5,192 square feet by incorporating an existing egress walkway past the current enclosed suite. The existing handrail along the atrium will be removed and replaced with a floor-to-ceiling laminated glass system that will enclose the new suite. The renovation includes a complete reconfiguration of the office space, including the permanent removal of the existing acoustic ceiling to reveal the underside of the original floor structure above and previously hidden utilities.

Hazardous Material Survey and Report received and reveals nothing requiring remediation.

**Building Exterior:** N/A

BEST VALUE OPTION ONE RFQ PROJECT SPECIFIC DOCUMENTS –  
PROJECT NARRATIVE AND DOCUMENTATION

**Interior Improvements:** Metals Superstructure and Partitions - All new walls and ceilings will work together to accommodate acoustical privacy. Because of the open ceilings and ductwork, discreet bracing and support will be part of the stability component of the wall sections that 95% of the time will not go straight to deck.

Custom Millwork – New millwork cabinets and panel-covered walls segregate the footprint into four distinct spaces that require a high level of fit and finish, but very simple detailing. A local white oak in a clear or black stain are the primary finishes, with large format ceramic panels for countertops and backsplashes.

Doors & Glazing – The front and back door to the suite and the main conference room will be wood and glass pivot doors in an all-glass system. Glazing at the atrium will be secured top and bottom in aluminum frames and will provide a sleek counterpoint to the current architecture. All office-fronts will be premanufactured wall panels and doors (provided and installed by others).

Finishes – Flooring in the open office will be removed and concrete floors will be refurbished and sealed. Existing concrete ceiling, beams and truss structures will remain raw. Offices and conference rooms will have new carpet tile. Rubber base will be used at remaining walls without millwork base. New acoustic ceilings will be installed at perimeter offices and conference rooms, while acoustic baffles will be suspended in open office areas to diffuse sound.

Appliances/Installation – new appliances are to be provided by the contractor per user specification including counter depth refrigerator, drawer microwave, undercounter refrigerators and icemaker - integrated seamlessly into new millwork, and to include custom millwork panels on all appliances that accept millwork panels.

Window Treatment – one electric shade will be provided for privacy and glare at the main conference room only. Manual roller shades to be replaced at all exterior perimeter glazing.

**Architectural and Structural:** N/A

**Mechanical:** Original VAV boxes will remain, while all other ductwork will be new, including an open return air system and new controls. The original building's main supply and return ducts (at the newly integrated corridor) will need to be removed and replaced to construct intersecting walls. Sound boots will be required to mitigate sound transfer at all offices and conference rooms.

Existing floor radiators and controls will be replaced to accommodate the new layout.

**Plumbing:** Plumbing Fixtures - The breakroom will be relocated to the center of the office suite and plumbing lines running through the suite to other floors will require relocation.

Fire Protection - A new sprinkler layout will accommodate the new open design with concealed heads in millwork and required heads above and below ceiling panels.

**Electrical:**

- Lighting / Emergency Lighting – All lighting will be removed and replaced with LED lighting and new controls. All electrical outlets and emergency devices will be

BEST VALUE OPTION ONE RFQ PROJECT SPECIFIC DOCUMENTS –  
PROJECT NARRATIVE AND DOCUMENTATION

- replaced in the new layout.
- Panelboards – An existing panel in the space will be reused
  - Transformer – N/A
  - Fire Alarm System – New layout will work with existing building system
  - Low Voltage – All above ceiling and in-wall low voltage wiring that passes through the suite, will be pullout and reterminated in spaces outside the suite. UTK OIT will make the connections. All new low voltage cabling is to be run by the contractor in open ceiling trays. Contractor to coordinate all boxes, conduit, and blocking for security, audio visual, and accessories, including several new floor boxes above concealed acoustical ceiling spaces below.

**Sustainable Design:** HPBr standards will be achieved with 1-5 credits from the following list:

1. EE2.1 Energy Efficient Purchasing Policy – Energy Star qualified appliances and equipment
2. EE4.3 Energy Efficiency in Existing Buildings – Occupancy sensor -controlled lighting
3. MR1.1 Recycling Storage and Collection
4. EQ6.4 Material VOC Limits – Flooring systems
5. EQ10.1 Daylight to Occupied Spaces

**Add Alternates:** Alternates may include additional millwork scope – a movable island/furniture table for the break area, a millwork entry screen/donor wall outside of the suite.

**Anticipated Project Schedule:**

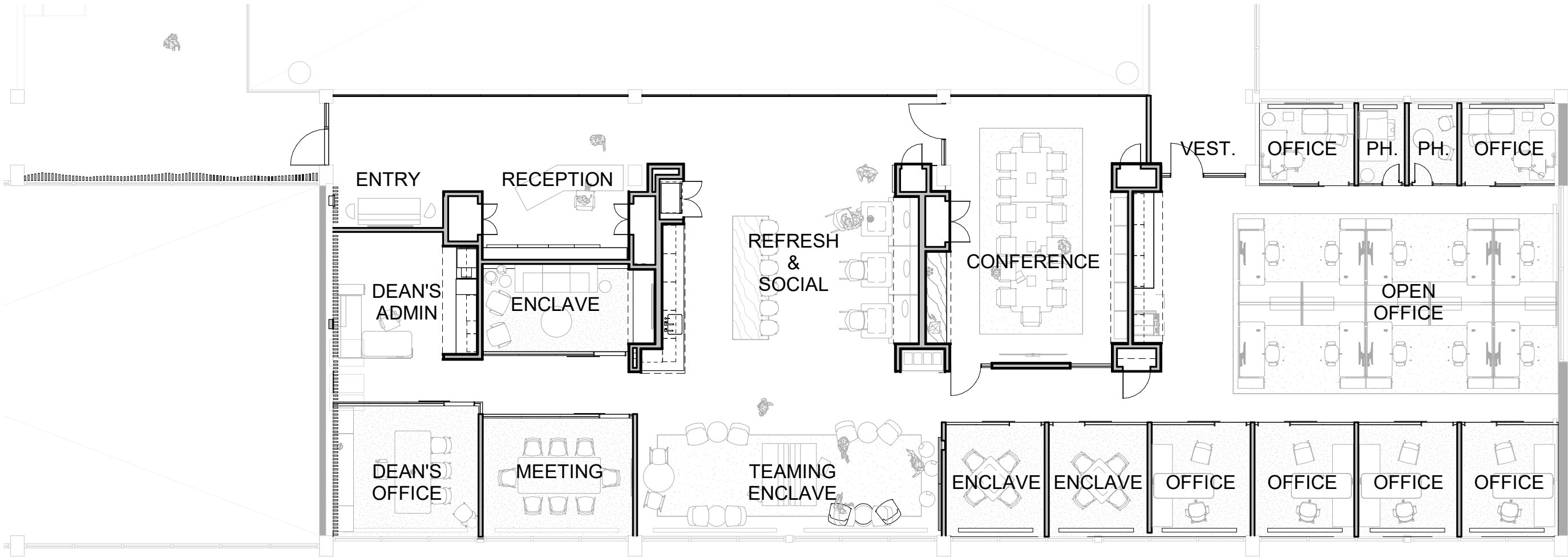
- Construction is anticipated to begin in mid-to-late June 2025 with an anticipated substantial completion in early to mid-January 2026.

**Drawings Showing Design Intent**

- See the following attached drawings for design intent only:
  - Floor Plan
  - Reflected Ceiling Plan
  - Art & Architecture Building Scope of Renovation – Second Floor
  - Social Gathering Space, Kitchen & Break
  - Main Conference Room
  - Atrium View of Admin Suite

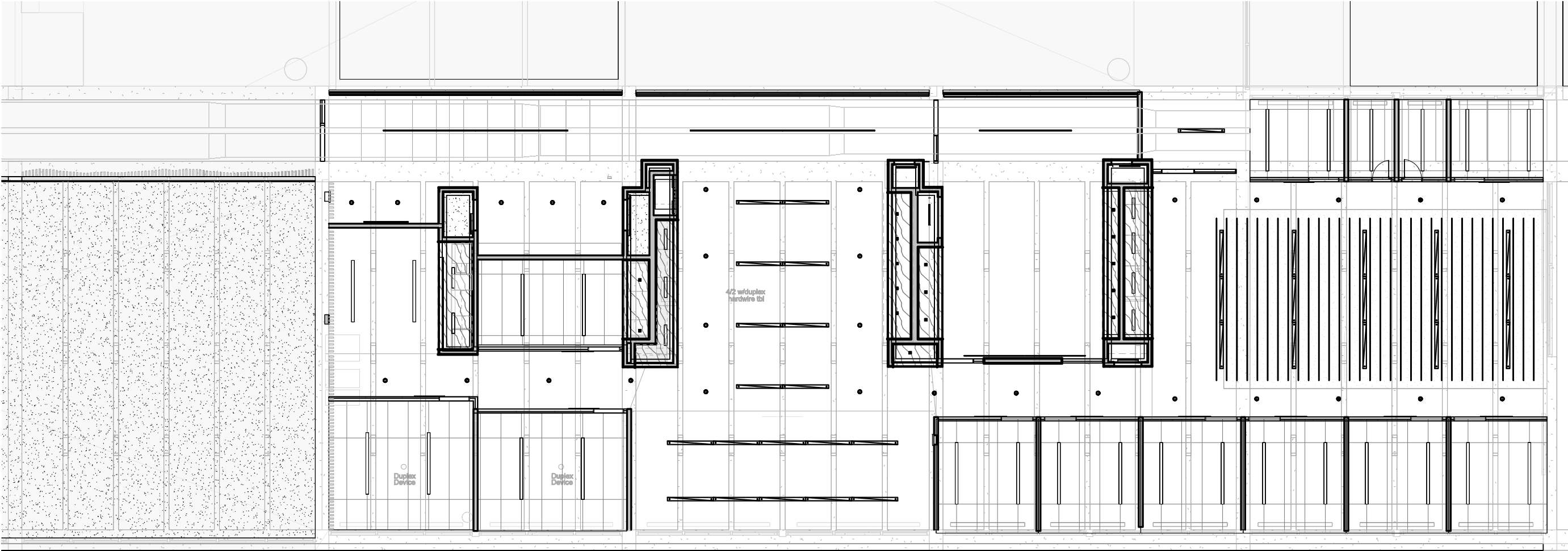
**Estimated Construction Cost:**

- Bid Target is \$1,320,000.00



1 FLOOR PLAN  
3/32" = 1'-0"





1 REFLECTED CEILING PLAN  
3/32" = 1'-0"



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ARCHITECTURE URBAN DESIGN INTERIORS

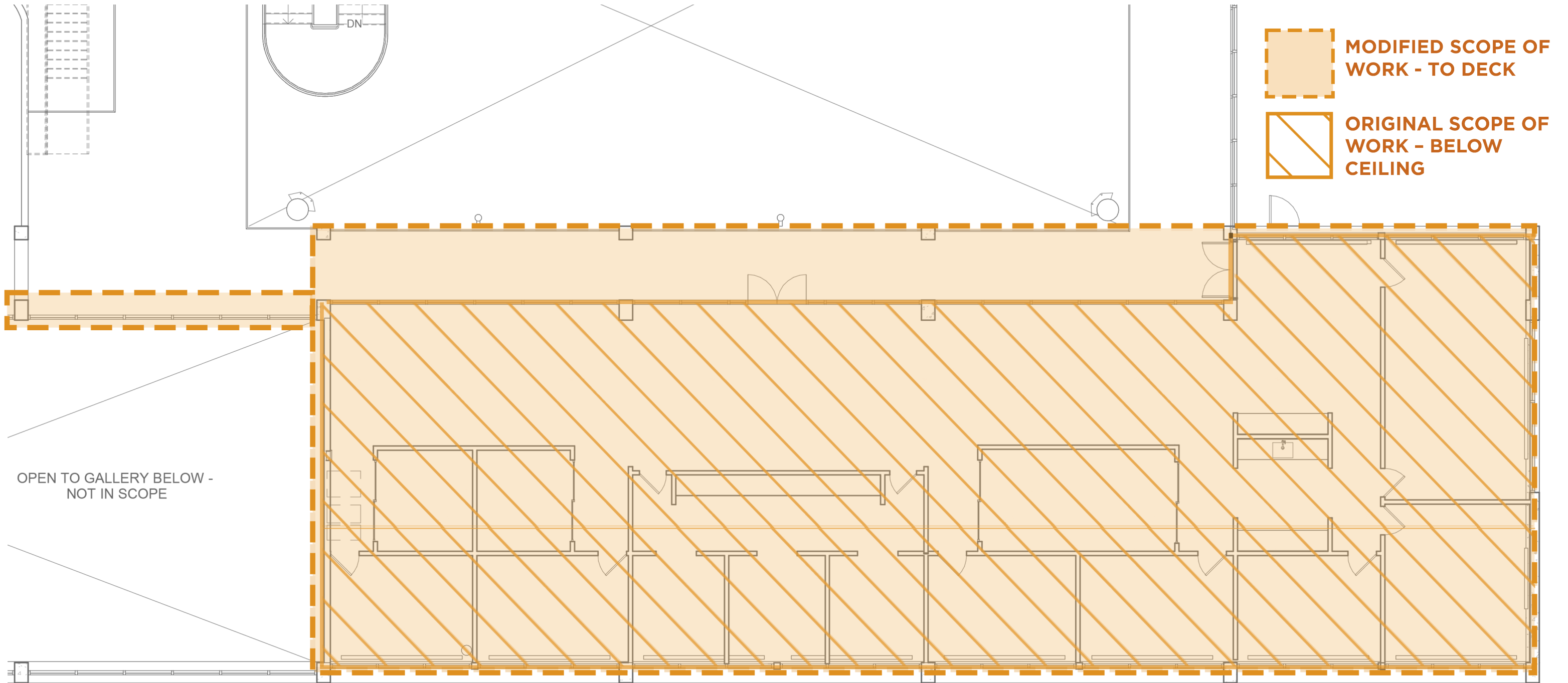
SBC 540-009-03 UTK Art & Architecture Office Renovation  
**UTK CoAD Admin Suite**  
KNOXVILLE, TENNESSEE

REFLECTED CEILING PLAN

OCTOBER 18, 2024



THE UNIVERSITY OF  
**TENNESSEE**  
KNOXVILLE



## ART & ARCHITECTURE BUILDING SCOPE OF RENOVATION – SECOND FLOOR

Scope modified to include new radiators (rather than patching), and rerouting existing ductwork for more open ceiling





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ARCHITECTURE URBAN DESIGN INTERIORS

## SOCIAL GATHERING SPACE, KITCHEN & BREAK

SEPTEMBER 03, 2024



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## MAIN CONFERENCE ROOM

SEPTEMBER 03, 2024







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## ATRIUM VIEW OF ADMIN SUITE

SEPTEMBER 03, 2024



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