To select a Designer for:

**Student Athlete Performance Center**

**SBC # 366/009-XX-2021**

**Middle Tennessee State University**

**Murfreesboro, Rutherford County**

Middle Tennessee State University (MTSU), on behalf of the State of Tennessee, is issuing this RFQ to obtain a Designer interested in providing full design services for the program confirmation, design, contract documents, and construction administration for the Student Athlete Performance Center Project. Information technology, including A/V equipment and network infrastructure coordinated with MTSU Information Technology Division, will be provided by the Designer as part of their basic services. MTSU intends to enter into an agreement with a Designer that will deliver 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.

MTSU will review and score each submittal based on established criteria. A list of the top three highest scoring firms in order of total points awarded will be forwarded to the State Building Commission for Designer selection.

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

The project consists of site development, including site utilities, and building design to provide for the Student Athletic Performance Building, demolition of the Sports Performance Center / Weight and Conditioning building, the Johnny “Red” Floyd Stadium Upper North Demolition, Murphy Center Loading Dock Re-location, Greenland Parking Lot Realignment, Floyd Stadium North Improvements, Floyd Stadium & Murphy Center video board replacements and associated control rooms. The project site is located on the northwest corner of MTSU campus near the intersections of Greenland Drive and MTSU Blvd. The site is directly north of Floyd Stadium on Greenland Drive.

**Student Athletic Performance Center**

In May of 2015, Middle Tennessee State University initiated the process to develop an Athletic Facilities Master Plan in conjunction with the Campus Master Plan. The charge for the Athletic Master Plan was to provide a proactive long-term plan to locate the athletic facilities within the campus with a primary focus on a new football operations facility and subsequent backfill of the Murphy Center. Heery International was selected as the athletic planning consultant to lead this effort. A Steering Committee that was comprised of individuals from the Tennessee Board of Regents, MTSU Administration, and MTSU Athletics provided the vision and guidance throughout the process. The Athletic Masterplan / Heery October 2017 is included as an attachment to these documents. The Student Athlete Performance Center is indicated as the Football Operations building. This project, the Student Athlete Performance Center, is comprised of much of but not all of the work in the Heery Athletic Masterplan.

MTSU Athletics is a member of the National Collegiate Athletic Association (NCAA) Division I-A and currently competes in Conference USA. Throughout the years, Middle Tennessee State University student-athletes have achieved over 200 Conference Championships. MTSU services and provides athletic opportunities to approximately 400 student-athletes across 17 (8 Mens / 9 Womens) NCAA Division I-A sports programs.

The University envisions this building and surrounding site to express the aesthetics, and sense of place established by previous buildings, pedestrian plazas and circulation, so that all elements of this project become visually cohesive. Maximum allowable construction cost is approximately $59,050,000.00, including costs for the building, demolitions, infrastructure, site improvements, and surrounding pedestrian and vehicular circulation.
The Student Performance Athletic Center is anticipated to comprise approximately 75,500 gross square feet in new construction. Project will included but is not limited to

- Training Facilities
- Conference and meeting rooms
- Locker rooms
- Administrative and Coaches offices
- IT and Utility infrastructure spaces
- Interactive directories and displays
- Access control hardware

**Site:**
- Drainage improvements/inlets
- Site Utilities – electrical, steam and chilled water lines
- Pedestrian/site lighting
- Seating areas
- Courtyard
- Landscaping
- Sidewalks and hardscapes

A Construction Manager / General Contractor (CM/GC) method of construction delivery will be requested for this project. As a part of basic services, the designer will 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 adherence with the program and within the funding allocated for the project.

As a part of basic services, the designer will provide a workable basic layout of furnishings and programmed equipment to support the mission. Additional Services is requested as part of the RFQ Submittal reflecting Designer services for final furniture design / specification, equipment design / specifications and coordination of relocations and bid purchase.

**Demolition of the Sports Performance Center / Weight & Conditioning Building**

Included in the scope of work is demolition and abatement of this building. The design fee for this portion of the work will be a negotiated based on hourly rate.

**Design Services Contract and Terms:**

Design services contract and terms utilized will be the “Standard Form of Agreement Between Owner and Designer (Form SBC-6)” and “Standard Form of Supplement Agreement Between Owner and Designer (Form SBC-6s). These forms can be accessed via the following link: [https://www.tn.gov/osa/general-information/forms---contracts.html](https://www.tn.gov/osa/general-information/forms---contracts.html)

All consultants listed as part of a proposer's design team will be assumed by the reviewers as included in the basic design services fee. Please indicate if any of the consultants require additional services.

**Design Schedule:**

The project schedule assumes funding for the FY 21/22
SBC Project Request Approval: September 2021
Designer Selection: Presented at the September 2021 Executive Subcommittee
Design Kickoff: October 2021
Design - Schematic Design Complete: January 2022
Design - Design Development Complete: May 2022
Design Completion: October 2022
Construction Kick-off: January 2023
Business arrangements and staff locations:

MTSU 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://designerregistration.osa.tn.gov/WebForms/Home.aspx](https://designerregistration.osa.tn.gov/WebForms/Home.aspx)

Schedule of Events:

<table>
<thead>
<tr>
<th>Event</th>
<th>Time</th>
<th>Date</th>
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<tbody>
<tr>
<td>Post RFQ on MTSU website</td>
<td></td>
<td>07/22/2021</td>
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<tr>
<td>Pre-proposal Conference Call (Optional)</td>
<td>2:00 CT</td>
<td>08/2/2021</td>
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<tr>
<td>Join Zoom Meeting</td>
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<td>MTSU Responds to Written Questions</td>
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<td>08/12/2021</td>
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<tr>
<td>Proposal Deadline</td>
<td>2:00 pm CT</td>
<td>08/20/2021</td>
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RFQ Communications:

Interested parties must direct all communications regarding this RFQ to Jamie Brewer jamie.brewer@mtsu.edu (615-898-2307), who is MTSU’s official point of contact.

Only MTSU’s official written responses and communications shall be considered binding with regard to this RFQ. Additional information and answers will be issued as an Amendment and posted on the MTSU web site, https://www.mtsu.edu/campusplanning/CPCA2.php under “Doing Business with MTSU - Projects Requiring Designers”. Each Proposer shall assume the risk of the method of dispatch in any communication to MTSU. MTSU 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 MTSU.

Pre-Proposal Conference Call:

Participation on 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.

Submittal Deadline:

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

Middle Tennessee State University
Campus Planning Attn: Jamie Brewer
MTSU Box 44 - Holmes Building 107
836 Champion Way
Murfreesboro, TN 37132

Submittal Format:

The RFQ response shall be on standard 8 ½” x 11” paper. Maximum number of pages are 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 six bound copies and a single digital file in a PDF format. Attach the completed spreadsheet at the end of the RFQ response document. Submittal package should be marked as follows:

Qualification Statement
Student Athlete Performance Center
Middle Tennessee State University
Submitted By: <<Firm Name>>

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

<table>
<thead>
<tr>
<th>Evaluation Category</th>
<th>Maximum Points Possible</th>
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<tr>
<td>Design Firm Information (RFQ Section A)</td>
<td>Pass/Fail</td>
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<tr>
<td>Qualifications and Experience (RFQ Section B)</td>
<td>60</td>
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<tr>
<td>Technical Services (RFQ Section C)</td>
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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. [http://www.tn.gov/finance/OSA/documents/SBCPolicyMASTER.pdf](http://www.tn.gov/finance/OSA/documents/SBCPolicyMASTER.pdf)

A.5 This project will be evaluated based on the designer(s) providing Basic services only including utilizing the services of various consultants as provided in C.2 a and b of this RFQ. Provide a statement that confirms that the consultants listed are included in Basic Services and there are no consultants listed for which additional services are expected. This statement must be signed by a principal of the submitting firm.

B. **Qualifications and Experience:** (60 Points)

B.1 Describe the firm's expertise and experience 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 current status and what services are being provided. **Maximum B.1: 10 points**

B.2a Provide information on up to five of the firm's design services projects that have been completed recently and that are of similar type, scope. 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, and e-mail 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 consultants projects that are unique and related to this project that have been completed recently 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 a description of 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 B.3: 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 B.4: 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 C.1: 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: program verification, planning, design, architectural and engineering services, special requirements of the project, contract documents, specifications, software, graphics, ADA/Accessibility, cost estimating, cost controls, sustainability, etc. that will be needed to complete this project.

C.2b For 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.

Provide a matrix that shows the level of participation of each discipline/consultant and their services as outlined below as a percentage of the total effort to complete each phase of the total project. For the standard disciplines of Civil, Structural, Mechanical, Plumbing, Electrical, Interiors, Landscaping, Environmental do not include a percentage as these are expected to be involved in all phases. Maximum C.2: 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 C.3: 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 is 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 C.4: 5 points

Total Maximum Score: 100 points