

APSU Designer Letter of Interest

PROJECT TITLE: Campus Consultant—Architect	POSTED DATE: 9/06/2023
PROJECT ADDRESS\LOCATION: APSU / Montgomery County	PROJECT NUMBER: 373-003-02-2023

ALL QUESTIONS SHALL BE SUBMITTED VIA EMAIL TO UDC@APSU.EDU NO LATER THAN 4PM CST ON:	9/20/2023
REQUIRED DOCUMENTS LISTED BELOW ARE DUE VIA EMAIL TO UDC@APSU.EDU NO LATER THAN 4PM CST ON:	10/06/2023
ANTICIPATED STATE BUILDING COMMISSION SELECTION IS:	11/20/2023

OVERVIEW

The purpose of this solicitation is to evaluate submittals and pre-qualify an architecture firm to provide professional consultant services. The contract will be for 5 years.

Proposers should demonstrate extensive knowledge of a wide variety of projects, building and system types, including interior renovations, change of occupancy, and repurposing, building envelope, ADA improvements, ability to coordinate with other design professionals and university stakeholders. Proposers should have extensive experience cost estimating, scoping, and producing renderings. Submitters should also demonstrate knowledge of the SBC/OSA, and state regulatory processes. Depending on the nature and size of the project, and statutory design/construction thresholds, services will include scoping and estimating, programming, design, bid review/recommendation, construction administration, and close-out.

Scoring will be based on adding the median Project Team and Project Experience scores, dividing by the highest combined score, ($M_d Pe + M_d Pt / \text{highest combined } M_d$). The three highest scores will be recommended to ESC.

Contract is expected to begin 12/18/2023.

Submission Requirements:

- A. Please limit firm's Letter of Interest to 8 pages. Attach any supporting documentation as a separate attachment. All submittals should be pdfs.
- B. Submitter should demonstrate experience with Higher Education facilities, knowledge of Tennessee State Building Commission, State of Tennessee regulatory processes.
- C. By submission of a Letter of Interest, each submitter certifies, and in the case of a joint Letter of Interest each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each Designer is not on the list created pursuant to TCA §12-12-106 and can provide upon request a Designer Professional Liability Certificate of Insurance showing the minimum of \$1,000,000.00.
- D. All Submitters must be registered with the Office of the State Architect at; <https://www.tn.gov/osa/capital---real-estate/2018-designer-registration--now-open-.html>

1.1.1 Design Firm Information (Required on title page)

1. Designer(s) (Legal Entity Name)
2. Address, City, State, Zip code
3. Company Phone Number
4. Company Website
5. Contact Name, Phone Number & Email
6. Principal(s) and License(s)
7. Designer's Basic Services Consultants – List each one by firm type (A/E, Structural, MEP, etc.)
 - Firm Name and Address
 - Principal Name, Phone Number and Email
 - Principal License Number

1.1.2 Project Team (60 points)

1. Provide the resume of each staff member who will be part of the project delivery team.

1.1.3 Project Experience (40 points)

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1. Describe up to 4 on-going or recently completed projects demonstrating your firm's ability to handle a wide variety of projects. Provide basic information on each of the projects listed, including, scope of work, cost, and completion date.