

APSU Designer Letter of Interest

PROJECT TITLE: Chiller Replacement and Plant Upgrades	POSTED DATE: 10/22/2026
PROJECT ADDRESS\LOCATION: 11 Govs Ln., Clarksville, TN	PROJECT NUMBER: 373/003-11-2026
	MACC: \$2,667,500

ALL QUESTIONS SHALL BE SUBMITTED VIA EMAIL TO UDC@APSU.EDU NO LATER THAN 4PM CST ON:	11/06/2026
REQUIRED DOCUMENTS LISTED BELOW ARE DUE VIA EMAIL TO UDC@APSU.EDU NO LATER THAN 4PM CST ON:	11/20/2026
ANTICIPATED STATE BUILDING COMMISSION SELECTION IS:	01/17/2027

ESTIMATED DESIGN & CONSTRUCTION PHASE DURATION		
Phase 1 – Program Verification:	15	Calendar Days
Phase 2 – Schematic Design:	30	
Phase 3 – Design Development:	30	
Phase 4 – Construction Document:	60	
Phase 5 – Bidding or Negotiation	30 calendar days	
Phase 6 – Construction:	TBD	Calendar Days
Phase 7 – Close Out Phase:	30 days after final completion of construction	

PROJECT OVERVIEW
This project will replace chiller number 1, rooftop acoustical panels, modify/repair building envelope and exterior finishes and include interior renovations to the central plant building at APSU. BAS controls will also be upgraded. Existing rooftop acoustical panels are to be replaced with an architectural solution consistent and coordinated with other exterior finishes on the building. APSU's central plant building is 7,895 s.f., was initially constructed in 1926 and has had two additions over the years. It houses three chillers and their associated pumps and cooling towers, one boiler and associated pumps, and electrical switchgear to supply chilled water and steam to campus buildings. Submitters should demonstrate they have experience designing and overseeing construction of central plant buildings of a similar size.

Submission Requirements:

- A. Please limit firm's Letter of Interest to 6 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.

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- 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 Experience (40 points)

1. Describe up to 3 on-going or recently completed projects of similar type and scope. For each project, include the name and role of the design team members and role of consultants. Provide basic information on each of the projects listed, including, scope of work, cost, and completion date.

1.1.3 Project Team (30 points)

1. Define the roles and qualifications of each staff member proposed for the design team and list their home office location.
2. Define the roles and qualifications of each proposed consultant and list their home office location. Describe your firm's experience with each consultant.
3. Provide, as an attachment, the resumes of key personnel and consultants.

1.1.4 Project Approach (20 points)

1. Describe the firm's unique approach and innovative design ideas/solutions the firm may bring to the project. Reference applicable current or former projects.

1.1.5 Workload (10 points)

1. List current and proposed Firm and specific proposed team members' workload, distinguished by project title, location, phase of project (SDP, DDP, CDP, Bid, Construction, Close-Out, etc.) and amount of time devoted by your firm as a percentage of total available time. Also, list other State Building Commission projects for which you are currently registering interest. Please respond in tabular format.