



REQUEST FOR QUALIFICATIONS

FY2021 A.S.

**ARCHITECTURAL SERVICES FOR VARIOUS PROJECTS**

Date Issued: October 13, 2020

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# **1 REQUEST FOR QUALIFICATIONS (RFQ) INSTRUCTIONS**

## **1.1 Public Notice**

The City of Oak Ridge (City) plans to contract with one (1) or more Architectural firms to provide architectural services (Services) for various projects (Project). The City is seeking an Architectural Firm or firms whose combination of experience and expertise will provide timely, professional services to the City. The City reserves the right to enter into one or more contracts with any firm selected under this RFQ process.

The contract will be for a one (1) year period that is annually renewable up to five (5) years at the option of both parties.

Information related to this solicitation, including any addenda, will be posted to the City's Website at <http://www.oakridgetn.gov/departments/Finance/content.aspx?article=1964>. For questions related to this RFQ, contact Lyn Majeski via Email at [lmajeski@oakridgetn.gov](mailto:lmajeski@oakridgetn.gov).

## **1.2 Project Overview**

The City has identified a need for architectural services on an on-call basis for various, as yet undefined, projects. These projects may involve **design and construction of a new conference center**, space planning studies, renovations of facilities, reconfiguration of interior spaces, development of open-office layouts, design of traditional office spaces, and various other services involving the modification or renovation of City buildings and associated tasks, such as developing CADD drawings for City facilities. The City, in its sole discretion, may choose to enter into additional full planning and design contracts with any firm or firms that are selected and tasked with preparing programming, space planning studies, or other tasks contemplated under this RFQ. The selected firm may also be called upon for advisory services as needed.

Firms should highlight experience in planning, programming, design, parking facilities, retrofitting, conference center construction, and construction administration for renovation and modification of municipal and general administrative and operating facilities. Specifically, projects may include work for the proposed Oak Ridge Conference Center, Oak Ridge Library, and work on ADA compliance issues. Expertise in analyzing and recommending improvements in work flows in operational and maintenance facilities is desirable. Operational and maintenance facilities may contain space for storage of raw material inventories, manufacturing floors and equipment, paint booths, and warehouse areas for finished goods. Please include information on full teams with structural, electrical, mechanical, plumbing, roofing, HVAC, energy efficiency, etc. experience.

### **Sustainability Programs, Energy Efficiency Tax Deductions, Incentives, Rebates, Etc.**

Programs have been established by a variety of entities to encourage sustainable approaches to building design and operation. Incentives range from tax deductions to rebates for energy efficiency. Firms will participate in such programs as directed by the City and complete all required paperwork in a timely fashion to qualify for benefits to the maximum extent possible. Firms will cooperate fully with the City to help secure all tax deductions, incentive payments, and rebates. Any benefits available through these programs will accrue to the City, including those that might be paid directly to the firm and then turned over to the City.

### 1.3 **RFQ Schedule and Proposal Submission**

Provided below is the anticipated schedule of events. The City reserves the right to adjust the schedule and to add/remove specific events to meet the unique needs of this Project. The hope of the timeline is that the firm will be selected in time so that prospective work can begin after the New Year.

Advertisement of RFQ:	October 13, 2020
Deadline for Questions:	November 3, 2020
<b>DUE DATE &amp; TIME FOR PROPOSALS:</b>	<b>November 10, 2020, at 2:00 PM</b>
Evaluation Meeting:	November 17, 2020 (anticipated)
Candidate Meeting:	December 1, 2020 (anticipated)
Selection Announcement:	December 8, 2020 (anticipated)

Proposals shall be enclosed in a sealed envelope or package, addressed to the City of Oak Ridge. The name and address of the firm, the RFQ Title – Architectural Services Qualifications, shall be placed on the outside of the package. All items required for a responsive proposal shall be included. It is the sole responsibility of the proposer to ensure that the proposal package is received no later than the established due date and time at the proper location. Proposals received after the due date and time will not be considered. Proposals submitted by email, facsimile, or other electronic means will not be accepted.

Submit/Deliver to:

In Person or By Overnight Delivery

Attn: Lyn Majeski  
Finance Department  
City of Oak Ridge  
100 Woodbury Lane  
Oak Ridge, TN 37830

Regular Mail

Attn: Lyn Majeski  
Finance Department  
City of Oak Ridge  
P.O. Box 1  
Oak Ridge, TN 37831-0001

### 1.4 **Evaluation Criteria & Process**

Firms will not be considered unless the firm and its sub-consultants are properly licensed and registered with all applicable entities.

Evaluation criteria include, but are not limited to, the following, listed in relative order of importance:

- Qualifications and experience of firm in providing similar services for similar projects;
- Project understanding, methodology, and approach;
- Qualifications and relevant experience of key team members;
- Availability of key team members; Familiarity with local conditions, codes and practices, as evidenced in previous projects; and
- Responsiveness, relevance and readability of proposal package

The City Manager will appoint an evaluation committee whose responsibilities will include

performing independent technical evaluations of each proposal and making selection recommendations based on the evaluation criteria provided above. Evaluations will focus on identifying the relative strengths, weaknesses, deficiencies, and risks associated with each proposal. The City reserves the right to obtain clarification or additional information with any firm in regards to its proposal.

The City reserves the sole right to select the most qualified firm(s) on the basis of the best overall proposal that is most advantageous to the City.

Firms who submit proposals will be notified of the selection results. Final recommendation of any selected firm is subject to the approval of City Council or City officials.

### **1.5 Proposal Format**

Interested firms must submit five (5) bound, original proposal, including all required forms and one (1) CD or USB-drive containing a digital copy of the complete proposal package in PDF format.

Proposals shall be printed on 8-1/2" x 11" paper; although pages containing organizational charts, matrices, or large diagrams may be printed on larger paper in order to preserve legibility. Type size shall be no smaller than 11 points for narrative sections, but may be reduced for captions, footnotes, etc. as required while maintaining legibility. Submissions that do not conform to the requirements listed herein may be removed from consideration at the sole discretion of the City.

Please submit packages comprised of materials that are easily recyclable or reusable.

### **1.6 Proposal Content**

Proposals **shall not exceed 15 pages**. The front cover, table of contents, and back cover are not considered part of the 15 page limit. Any material printed front and back will constitute two pages. Proposals should be arranged as follows:

#### **Coversheet: General Information**

- A. Describe your interest in this Project and the unique attributes your firm and team brings to the Project.
- B. State any conflicts of interest your firm or any key team member may have with this Project.
- C. Identify and describe any pending claims, disputes, and/or litigation and any that occurred within the past five (5) years involving your firm or any of your proposed sub-consultants. With respect to resolved matters, describe the outcome.
- D. Debarment – The Respondent certifies by submission of a response to this RFQ that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal, State, or Local department or agency.

**Tab 1: Qualifications and Experience of Firm in Providing Similar Services for Similar Projects**

- A. Provide a description of the company that will enter into the contract(s) with the City, including origin, background, current size, financial capacity, available resources, general organization, and company headquarters. Identify the name and title of the person authorized to enter into the contract(s) with the City.
- B. List a maximum of 5 relevant, similar projects, either currently in progress or having been completed ***in the past five (5) years***, containing work comparable to this specific Project, including any projects with the City, as follows:
  - List only projects involving the key team members or sub-consultants proposed for this Project.
  - List projects in date order with newest projects listed first and include the following:
    - Brief project description;
    - Owner’s representative having knowledge of the firm’s work, include the contact name, phone, email, address;
    - Contract dollar amount and total time period involved; and
    - Discuss the methods, approach, and controls used on the project in order to complete it in an effective, timely, economical, and professional manner

**Tab 2: Project Understanding, Methodology, and Approach**

Discuss your firm’s approach to the following:

- A. Project management and quality control procedures, processes for performance, and past involvement of these types of projects;
- B. Management and quality control procedures related to sub-consultants;
- C. Processes and procedures for meeting schedules and budgets;
- D. Preparing programming studies and space needs analyses, including analyses and recommendations for improvements in work flows in operational and maintenance facilities;
- E. Developing facility designs, including redesigning and creating layouts for operational, maintenance, and waste water storage facilities. Approaches to storage of raw material inventories, manufacturing floors and production lines, paint booths, and warehousing of finished goods;
- F. Considering “green” technologies in construction and operation;
- G. Preparing construction documents and providing construction administration services; and
- H. Milestone scheduling.

**Tab 3: Qualifications and Relevant Experience of Key Team Members**

- A. Provide an organization chart of all key team members who will be directly involved in providing services, including any sub-consultants, to be assigned specifically to this project. Identify the Project Manager who will be authorized to make decisions for and act on behalf of the firm. Identify any member of the team that is certified as a minority, women or small business firm.
- B. Describe any previous collaboration(s) between key team members, the responsibilities of each team member during these collaborations, and the project(s) outcome. Cite any significant achievements reached as a result of this collaboration. Discuss the successes of the team collaboration, and any problems encountered and methods used to mitigate issues.
- C. Resumes should be submitted for each proposed key team member.

**Tab 4: Availability of Key Team Members for This Project, Including Response Time**

- A. Discuss availability of key team members from November 2020 to June 2025. This section is not intended to be a specific list of each team member’s workload, but is meant to allow firms to show their availability to the City should they be selected. It is acknowledged that firms will have other ongoing non-City projects during the length of the contract, and how those outside agreements affect City needs will need to be outlined.

**Tab 5: Familiarity with Local Conditions, Codes, and Practices, as Evidenced in Previous Projects**

- A. Discuss you firm’s familiarity with local conditions, codes, and practices and how these were applied on previous projects.

Note that **Tab 4 and Tab 5** can be included on the same page if that is more efficient.

**2 REPRESENTATIONS, CONDITIONS, AND OTHER REQUIREMENTS**

**2.1 Communications**

All communication of any nature with respect to this RFQ shall be addressed to the Contracts Administrator identified in this RFQ. With the exception of communications with the Contracts Administrator for this RFQ, prospective firms and their staffs are prohibited from communicating with elected City officials, City staff, and any selection committee member regarding this RFQ or submittals from the time the RFQ was released until the selection results are publicly announced. Violation of this provision may lead to disqualification of the firm’s proposal for consideration.

**2.2 Duties and Obligations of Firms in the RFQ Process**

Interested firms are expected to fully inform themselves as to all conditions, requirements, and specifications of this RFQ before submitting a proposal. Firms must perform their own evaluation and due diligence verification of all information and data provided by the City and their own evaluation and due diligence of any consultants the firm proposes to engage to provide any of the professional services. The City makes no representations or warranties regarding any

information or data provided by the City. Firms are expected to promptly notify the City in writing to report any ambiguity, inconsistency, or error in this RFQ. Failure to notify the City accordingly will constitute a waiver of claim of ambiguity, inconsistency, or error.

### **2.3 Addenda**

In order to clarify or modify any part of this RFQ, addenda may be issued and posted at the City's official website at:

<http://www.oakridgetn.gov/departmentpg/Finance/content.aspx?article=1964>

Any requests for information or clarification shall be submitted in writing to Lyn Majeski at [lmajeski@oakridgetn.gov](mailto:lmajeski@oakridgetn.gov) by the deadline for questions, November 10, 2020.

### **2.4 No Collusion, Bribery, Lobbying, or Conflict of Interest**

By responding to this RFQ, the firm shall be deemed to have represented and warranted that the proposal is not made in connection with any competing firm submitting a separate response to this RFQ and is in all respects fair and without collusion or fraud. Furthermore, the firm certifies that neither it, any of its affiliates or sub-consultants, nor any employees of any of the foregoing has bribed or lobbied, or attempted to bribe or lobby, an officer or employee of the City in connection with this RFQ.

### **2.5 Public Records**

Upon receipt by the City, each proposal becomes the property of the City and is considered a public record. Proposals will be reviewed by the City's evaluation committee, as well as other City staff and members of the general public who submit public record requests after a selection result has been announced to the public.

### **2.6 Cost of Proposal Preparation**

The City shall not be liable for any expenses incurred by any firm responding to this RFQ. Firms submitting a proposal in response to this RFQ agree that the materials and submittals are prepared at the firm's own expense with the express understanding that the firm cannot make any claims whatsoever for reimbursement from the City for the costs and expense associated with preparing and submitting a proposal. Each firm shall hold the City harmless and free from any and all liability, costs, claims, or expenses incurred by, or on behalf of, any person or firm responding to this RFQ.

### **2.7 Advertising**

In submitting an RFQ, proposer agrees not to use the results therefrom as part of any commercial advertising without prior written approval of the City.

### **2.8 Vendor Registration with City of Oak Ridge**

The selected firm and its sub-consultants must be registered in the City's Vendor Registration System in order to receive payment for services and/or supplies provided under any City contract.

### **2.9 Financial Capacity; Insurance Requirements**

The selected firm must have the financial capacity to undertake the work and assume associated liability. The selected firm will be required to provide certificates of insurance and copies of

their insurance policies evidencing coverage for professional liability in the minimum amount of \$1,000,000; automobile liability in the minimum amount of \$1,000,000; commercial general liability in the minimum amount of \$1,000,000; and workers' compensation insurance as required by Tennessee statutes.

**2.10 Ownership of Work Products**

The City shall have exclusive ownership of all intellectual property rights in all designs, plans and specifications, documents, and other work product prepared by, for, or under the direction of the selected firm pursuant to any contract under this RFQ including work product prepared by sub-consultants (collectively, the "Intellectual Property"), including, without limitation, the right to copy, use, disclose, distribute, and make derivations of the Intellectual Property for any purpose, or to assign such rights to any third party. The Intellectual Property shall be prepared in the City's name and shall be the sole and exclusive property of the City, whether or not the work contemplated therein is performed. The City will grant the firm a royalty-free, non-exclusive license to use and copy the Intellectual Property to the extent necessary to perform the contract.

**2.11 City Rights and Reservations**

The City expects to select one or more firms, but reserves the right to request substitutions of any key team member, including staff and sub-consultants. The City reserves the right to contact any firm/team for any additional information, including but not limited to experience, qualifications, abilities, equipment, facilities, and financial standing. The City reserves the right to modify any part of this RFQ as issued with an addendum. The City, at its sole discretion, reserves the right to reject any or all responses to the RFQ, to cancel the RFQ, to re-advertise for new RFQ responses either with identical or revised specifications, or to accept any RFQ response, in whole or part, deemed to be in the best interest of the City. The City reserves the right to waive technicalities and informalities.

A response to this RFQ shall not be construed as a contract, nor indicate a commitment of any kind. The City reserves the sole right to award a contract or contracts to the most qualified firm(s) on the basis of best overall proposal that is most advantageous to the City. The City also reserves the right to make multiple awards, based on experience and qualifications if it is deemed in the City's best interest.

**2.12 Contract**

The contents of this RFQ and all provisions of the successful proposal deemed responsive by the City may be incorporated, either in whole or in part, into a contract and become legally binding when approved and executed by both parties. Contents of the contract may contain changes from the City's perspective as a result of the RFQ process and proposal(s) received. The final negotiated contract may include the scope of work as outlined in this RFQ along with the successful firm's submittal and any additions or deletions made at the discretion of the City as a result of the RFQ process.