

709 New Salem Highway ♦ P.O. Box 249 ♦ Murfreesboro, Tennessee 37133-0249
Telephone 615-893-7225

REQUEST FOR QUALIFICATIONS **INTERIOR DESIGN SERVICES**

1. PURPOSE OF RFQ

- 1.1. Consolidated Utility District (Owner) invites the submittal of responses to this Request for Qualifications (RFQ) from qualified firm(s) interested in providing interior design services in connection with the proposed project as described herein.

2. SITE DESCRIPTION

- 2.1. Existing 2-story office building. Approximately 14,800 SF per floor for a total of 29,600 SF of floor space. Steel frame with existing office build-out consisting of steel studs, sheetrock walls and grid with drop ceiling. Floor plans are enclosed for general information.

3. OBJECTIVES

- 3.1. Determine the most efficient use of existing office space, meeting space and other currently unoccupied space for current and anticipated future needs. This shall include maximizing the occupancy while maintaining a comfortable and highly functional work environment within each space.

4. SCOPE OF WORK

- 4.1. Review and evaluate the existing building floor plan and how space is currently utilized. Prepare alternative spatial use plans for review and discussion with Owner, including layouts using furniture or other options for utilization of rooms and spaces as currently built-out, or with minor changes/enhancements. Eventually settling on a spatial use plan that addresses the current needs as well as identifying a series of changes/improvements to be made to address near-term and long-term future needs, while maintaining some flexibility since those future needs are likely to evolve over time.
- 4.2. Provide a detailed implementation plan for the improvements that address the current needs and documents to procure the products and installation thereof either via existing governmental contracts (which Owner may participate in) or through an open competitive bidding process.

5. SELECTION PROCESS

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- 5.1. From a review of the statement of qualifications received, the Owner intends to evaluate the proposals and possibly invite one or more firms to be interviewed before making a final selection of a firm for the project. The Owner will notify selected firms of the date and times of any interview(s). The Owner reserves the right to make a selection based solely on statements of qualifications received, without interview(s).
- 5.2. The criteria used to evaluate the RFQ responses will include, but not be limited to, the following (items listed below are not listed in order of importance):
 - 5.2.1. General Qualifications of Firm: Number of years providing interior design services, along with number and location of offices, including headcounts per office.
 - 5.2.2. Firm's Experience on Similar Projects: Closely related project experience of the firm and the individuals who would be assigned to the Project. Include individuals' credentials, overall experience, experience with the firm, etc.
 - 5.2.3. Available Resources to Complete Project: Analytical, design tools, personnel, resources or methodologies commonly used by the firm that may be applicable to the Project.
 - 5.2.4. Responsiveness to the RFQ: Any documents submitted such as examples from similar projects of concept plans, space planning and design concepts, anticipated project timeline and other related items.
 - 5.2.5. Professional References: Provide names and contact information for up to five (5) professional references, involving similar projects within the past seven (7) years.

6. ADDITIONAL INSTRUCTIONS, NOTIFICATIONS AND INFORMATION

- 6.1. All Information True – By submitting a response, Respondents represent and warrant that all information provided in the response submitted shall be true, correct and complete. Respondents who provide false, misleading, or incomplete information, whether intentional or not, may be excluded.
- 6.2. Cost of Responses – The Owner will not be responsible for the costs incurred by anyone in the submittal of responses.
- 6.3. Contract Negotiations – This RFQ is not a contract or a commitment of any kind. If this RFQ results in a contract offer by the Owner the specific scope of work, associated fees, and other contractual matters will be determined prior to contract execution.
- 6.4. No Obligation – The Owner reserves the right to evaluate the responses submitted; waive any irregularities therein; select candidates for the submittal of more detailed or alternate proposals; accept any submittal or portion of submittal; reject any or all Respondents submitting responses, should it be deemed in the Owner's best interest; or cancel the entire process.
- 6.5. Professional Liability Insurance – The Respondent shall have the appropriate liability insurance certificate by an insurer authorized to transact insurance in the State of Tennessee.

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7. SUBMITTAL INSTRUCTIONS

- 7.1. Sealed submittals are required, either electronically to [bidproposals@cudrc.com](mailto:bidproposals@ cudrc.com) or Three (3) copies of the responses are to be delivered at the address set forth below at or before **2:00 p.m. on November 11, 2019**.
- 7.2. All submittals must be labeled:

RFQ for INTERIOR DESIGN SERVICES
Consolidated Utility District
Attn: Jamie League
709 New Salem Hwy.
Murfreesboro, TN 37129

- 7.3. To enable the Owner to efficiently evaluate the responses, it is important that the Respondents follow the required format in preparing their responses. Responses that do not conform to the prescribed format will NOT be evaluated.
- 7.4. Pages shall be no larger than letter size (8 ½" by 11") or, if folded to that dimension, twice letter size (11" by 17") each section (defined below) shall be separated by a tabbed divider.

8. CONTENT OF SUBMITTAL

- 8.1. Each response shall be submitted as outlined in this section. Please include an outside cover and/or first page, containing the name "Consolidated Utility District Space Utilization Plan". A table of contents should be next, followed by dividers separating each of the following sections.
- 8.2. Section #1: Firm Information
 - 8.2.1. Firm name, addresses, and telephone numbers of all firm offices.
 - 8.2.2. Structure of firm, i.e., sole proprietorship, partnership, corporation, and size of firm.
 - 8.2.3. Years firm has been in business.
 - 8.2.4. Name of principals in firm.
 - 8.2.5. Primary contact person for this RFQ and their contact information.
 - 8.2.6. Signed Copy of RFQ
- 8.3. Section # 2: Company History & Team's Qualifications
 - 8.3.1. A brief history of the firm and the services routinely provided.
 - 8.3.2. Project organization chart with names and team member responsibilities.
 - 8.3.3. The resumes of all persons to be assigned to the Project with their prospective roles identified.
 - 8.3.4. Documentation that the applicable team members (architects and designers) are registered in the State of Tennessee.
- 8.4. Section # 3: Experience and References
 - 8.4.1. Discussion of designers' experience in working with county and municipal governmental entities on projects of this nature.

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- 8.4.2. List of representative projects, whether ongoing or completed, including references. Please begin with projects in Tennessee. For each, please provide:
- 8.4.2.1. Project name and location
 - 8.4.2.2. Year completed or anticipated to be completed.
 - 8.4.2.3. Short description of project
 - 8.4.2.4. Name, addresses, email addresses and phone numbers of the owner and their contact person tasked with daily responsibilities pertaining to the project.
 - 8.4.2.5. Design and construction costs plus schedule and whether or not it was completed on schedule.
- 8.5. Section # 4: Management and Organizational Approach
- 8.5.1. On one page or less, please describe your management and organization approach to the project. The following should be addressed within this description:
- 8.5.1.1. Describe your firm's understanding of the project.
 - 8.5.1.2. Describe how the firm will organize to perform the services.
 - 8.5.1.3. Description of Designer's approach to code analysis and jurisdictional approvals.

CUD is a government entity, and as such, exempt from state and local sales tax. CUD reserves the right to reject all bids.

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in case of a joint bid each party thereto certifies as to its own organization, under the penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to the Iran Divestment Act, Tennessee Code Annotated, Section 12-12-106.

COMPANY

TELEPHONE NUMBER

REPRESENTATIVE NAME & TITLE

E-MAIL ADDRESS

SIGNATURE