

APSU Designer Request for Qualification

PROJECT TITLE: Campus-wide Roof Replacement	POSTED DATE: 12/18/2024
PROJECT ADDRESS\LOCATION: APSU / Montgomery County	PROJECT NUMBER: 373-003-XX-2025
Anticipated Approx. Max. Allowable Construction Cost:	\$19,800,000.00

ALL QUESTIONS SHALL BE SUBMITTED VIA EMAIL TO UDC@APSU.EDU NO LATER THAN 4:00 PM CENTRAL TIME ON:	01/06/2025
A NON-MANDATORY, PRE-SUBMITTAL MEETING WILL BE HELD IN 105 SHASTEEN, AT 2:00 PM CENTRAL TIME.	01/10/2025
REQUIRED DOCUMENTS LISTED BELOW ARE DUE VIA EMAIL TO UDC@APSU.EDU NO LATER THAN 4:00 PM ON:	01/17/2025
ANTICIPATED STATE BUILDING COMMISSION APPROVAL IS:	02/13/2025

PROJECT OVERVIEW

--This RFQ replaces the original one issued on July 3, 2024--

On May 8, 2024, Austin Peay State University sustained significant hail damage to most roofs, requiring full or partial replacement. Roofing material is a variety of EPDM, shingles, metal, TPO, and copper dormers and cupolas. This project will replace (total or partial) damaged roofs. **One (1) designer will be selected** with this RFQ. As of this RFQ, damaged roofs have been temporarily repaired to prevent further leaking. However, scopes may include interior remediation due to water damage if necessary. Some roofs not listed on the attached Roof Damage Summary that are expected to be completed without a designer due to the limited scope, may have to be evaluated by the designer on an as needed basis and become part of the scope of work.

Designer selection will be based on experience with roof evaluation/inspection, repair and replacement construction document production, construction administration, bidding, and closeout. Refer to TN OSA's Policy & Procedure, Designer Selection Process for Standard Projects, <https://www.tn.gov/osa/general-information/policy---procedure.html>. Scoring will be normalized based on adding the median (Md) Project Team (Pt) and Project Experience (Pe) scores, dividing by the highest combined median score, $(M_d Pe + M_d Pt / \text{highest combined } M_d)$. Submitters with the three highest scores will be recommended to ESC.

Contracts are expected to be routed for signatures after 02/24/2025.

Relevant information from July 10, 2024, Pre-proposal Meeting:

1. Limited thermal imaging and coring were done and will be made available to selected designers.
2. For this project, drones will be permissible with certain restrictions.
3. To confirm the scope of work, designers will complete the program verification as part of their basic services.
4. The university may engage a cost estimator.
5. A best-value delivery method may be employed.
6. As much as practical, roofing material will be standardized, so all of the same shingles, metal roofing, flashing, etc., will be uniform. APSU will supply this information.

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- Q** How will the project work be scheduled in relation to class hours? Are there specific non-student work hours, or will work need to be coordinated while students are present?
- A** We anticipate that work will generally occur even when students are present. Work on residence halls will probably be scheduled only during the summer, however.
- Q** What percentage of the roofing is currently under an existing warranty?
- A** TBD. However, repair or replacement due to hail damage is not covered under the warranty.
- Q** Will insurance coordination be required for the design team?
- A** We anticipate that there will be some coordination.
- Q** Will the construction documents be prepared all at once or in different phases?
- A** We anticipate that the preparation of the documents will be phased.
- Q** Which Authorities Having Jurisdiction (AHJs) need to be involved to obtain permits?
- A** CDs have to be submitted to and approved by the State Fire Marshal's office. Construction permits are required to be paid to Montgomery County, but that office does not approve drawings.
- Q** Besides structural consultants, are there any other consultants who may need to be part of the project?
- A** None are anticipated at this time.
- Q** Do you anticipate any structural, mechanical, electrical, plumbing or other work beyond roofing?
- A** None are anticipated at this time.
- Q** What qualifies as "supporting documentation" that is permitted outside of the 4 page maximum? For example, would staff member resumes be included in this category?
- A** Staff resumes are not considered part of the 4-page limit.

ESTIMATED DESIGN & CONSTRUCTION PHASE DURATION

Phase 1 – Program Verification	Varies
Phase 2 – Schematic Design	Varies
Phase 3 – Design Development	Varies
Phase 4 – Construction Documents	Varies
Phase 5 – Bidding	Varies
Phase 6 – Construction Administration	Varies
Phase 7 – Close-out	Varies

Submission Requirements:

- A. Please limit firm's Letter of Interest to 4 pages. Attach any supporting documentation as a separate attachment. All submittals should be pdfs.
- B. Submitter should demonstrate experience with Higher Education facilities, and knowledge of Tennessee State Building Commission, State of Tennessee regulatory processes.

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- 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 (50 points)

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

1.1.3 Project Experience (50 points)

- 1. Describe up to four (4) ongoing or recently completed projects demonstrating your firm's experience with roof replacement. Provide basic information on each project listed, including, scope of work, cost, and completion date.