

# Designer Request for Qualifications

**Project:** Arc Flash Studies

**Agency:** General Services

**Facility:** Various Facilities

**Project location:** Statewide

The State of Tennessee Real Estate Asset Management (STREAM) issues this RFQ to Designers interested in providing full design services including architectural, engineering, and consulting services for the program validation, design, contract documents, and construction administration. STREAM intends to enter into an agreement with a Designer that will deliver design services enabling construction of a facility having the highest possible quality within the available funding and the required schedule. Qualifications Statements in response to this RFQ shall be submitted in accordance with the requirements provided herein.

## **Summary of Project and Required Designer Services:**

The project will be a study of State facilities to identify and report arc flash potential related to electrical devices. The State facilities will include:

Andrew Jackson Building	TBI – Nashville Facility
James K. Polk Building	Labor and Work Force Building
Davy Crockett Tower	665 Mainstream Drive
John Sevier Building	Human Services Building
Citizens Plaza Building	Lowell Thomas Building
Rachel Jackson Building	Upper Cumberland Regional Health
TN Regulatory Authority	State Capitol
R.S. Gass Building	War Memorial
900-1000 2nd Avenue North	Legislative Plaza
Andrew Johnson Tower	TPS Warf Browning Hardison Building
W. R. Snodgrass Tennessee Tower	TN Law Enforcement Training Academy

The task based scope of services with deliverables is as follows:

### **Task One:**

- Contractor shall schedule and attend a briefing session with the State to discuss the work included in the Arc Flash Study and the deliverables for each building.
- Contractor shall give a presentation of the engineering software to be used in the Arc Flash Studies and the data that is required to complete them.
- Contractor shall submit a sample warning label with required clothing and working distance information.
- The State will issue a Notice to Proceed letter (NTP) allowing the Contractor to proceed to task two.

Task One Deliverables: Meeting minutes, sample warning labels.

**Task Two:**

- Contractor shall visit each of the 22 buildings listed above to become familiar with the existing electrical distribution system. While on site, Contractor shall have a preliminary discussion of the condition of existing electrical system with facility staff and inquire on existing available one-line diagrams. Contractor will identify initial concerns with preparation of Arc Flash Study for each respective facility.
- Contractor shall obtain existing one-line diagrams for each building where available, either on site for each building or with the help of the State looking in their filing system.
- Contractor shall submit a scope and schedule to complete the Arc Flash Study for each building.
- Contractor shall schedule and attend a briefing session with the State to provide a preliminary overview of the scope, schedule, the availability of existing one-line diagrams, and any initial concerns.
- The State will issue an NTP letter allowing Contractor to proceed to task three.

Task Two Deliverables: Meeting minutes, detailed project scope based incorporating initial site assessments, scan of existing one-lines per building where available, updated project schedule.

**Task Three:**

- Data Collection per Building, including, but not limited to:
  - Data from the utility, including available fault current, operating voltage, and specifics regarding the utility's protective equipment at the point of service;
  - Specifics for each protective device in the electrical system, including manufacturer, model, available time/current settings, and short-circuit interrupting rating
  - Transformer impedance, tap settings and ratings;
  - Conductor specifics, including lengths, sizes, and types of all overhead lines, bus ducts, and cables;
  - Concept visualization; schematic assessments, layouts with massing and orientation diagrams, and,
  - Photographic documentation.
- Contractor shall schedule and attend a briefing session with the State to provide a preliminary overview of data collection results.
- The State will issue an NTP letter allowing the Contractor to proceed to task four.

Task Three Deliverables: Summary of data collection efforts per building, meeting minutes.

**Task Four:**

- The Contractor shall model the buildings' electrical system on the engineering software using the data gathered at the site.
- The Contractor will submit sample warning and danger safety placarding/labels with required information.
- The Contractor shall schedule and attend a briefing session with the State to review preliminary analysis.
- Upon the approval of the preliminary analysis, the State will issue an NTP letter allowing the Contractor to proceed to task five.

Task Four Deliverables: Meeting minutes, preliminary analysis per building, sample placard, preliminary one-line diagrams.

**Task Five:**

- The Contractor shall submit training outline (no less than four (4) hours of training per region) for review and comments.
- The Contractor shall submit draft assessment of all system studies per building in Adobe PDF format on compact disk media. The draft assessments will be reviewed by the State and comments will be presented to the Contractor by the State. The report will contain, at a minimum, the following:
  1. Executive summary,
  2. Methodology,
  3. Assumptions,
  4. One-line diagram,
  5. Analysis data and results (with pictures),
    - a. Short circuit data,
    - b. Recommended protective device settings, and
      - i. Phase and ground relays
      - ii. Circuit breakers
    - c. Incident energy and fault protection boundary calculations.
  6. Recommendations/mitigation strategies (to include a course of action if needed and associated cost estimate), and
  7. Arc Flash Study and Labels.
- The Contractor shall schedule and attend a briefing session with the State to review draft assessment of system studies, and training outline.
- The State will issue an NTP letter allowing the Contractor to proceed to task six after reviewing and commenting on draft assessments.

Task Five Deliverables: Meeting minutes, training outline, draft assessment of studies per building, training outline, arc flash study and labels.

**Task Six:**

- The Contractor will validate that Quality Control (QC) measures were conducted and Quality Assurance (QA) was done before final assessments are presented to the State.
- Deliver final report. The Contractor shall furnish a complete assessment report for all system studies in both electronic (in Adobe PDF format on compact disk media) and bound, hard copy document form, four (4) each.
- The Contractor shall install warning and danger safety placarding/labels.
- Training schedule with State has been completed per training outline. This will include any and all training material that was a part of the training outline (no less than four (4) hours).
- The Contractor shall prepare and conduct final presentation and give final recommendations as required.

Task Six Deliverables: Meeting minutes, training outline, draft assessment of studies, staff training, arc flash study and labels

The following documents are available:

Pro Form Contract Information Sheet

### **Additional Information:**

The project will proceed through design after Designer selection and approval of the Designer by the State Building Commission. The Designer will be retained and managed under standard STREAM procedures and State Building Commission policy and Designer Agreement. See <http://tn.gov/generalservices/topic/designers-consultants>

### **Business arrangements and staff locations:**

STREAM prefers a single Design Firm as Designer with business partners and consultants that serve under the Design firm. Firms submitting Qualification Statements as a Joint Venture will need to have a current Tennessee business license as a Joint Venture and similar projects completed as the Joint Venture.

When providing information on the designer, consultants and staff, the address of the firms and the staff members should reflect the physical location of the consultants and staff providing the services for this project. Any support staff in other locations should be clearly identified in the proposal.

Registration through the website of the Office of the State Architect is required for all projects and must be completed before expressing interest through submitting responses to Letters of Interest (LOI) or responses to Requests for Qualifications (RFQ) for a project

<http://www.tn.gov/finance/article/fa-osa-designers-info>

### **Schedule of Events:**

<b>RFQ SCHEDULE OF EVENTS</b>		
The Owner may adjust this schedule as it deems necessary. The Owner will communicate any adjustment to the Schedule of Events to all known proposers and also by a special post to the STREAM.		
<b>Event</b>	<b>Time</b>	<b>Date</b>
Post RFQ on STREAM website		9/14/2016
<b>Written Question Deadline</b>	<b>2:00 p.m. CST</b>	<b>9/21/2016</b>
STREAM Responds to Written Questions		9/26/2016
<b>Proposal Deadline</b>	<b>2:00 p.m. CST</b>	<b>9/30/2016</b>
STREAM Evaluation Complete		10/10/2016
Information available for State Architect		10/14/2016
Executive Subcommittee of the State Building Commission		10/24/2016

**RFQ Communications:**

Interested parties must direct all communications regarding this RFQ to the Coordinator, who is STREAM's official point of contact. Email is the preferred form of communication.

[STREAMDesigner.Interest@tn.gov](mailto:STREAMDesigner.Interest@tn.gov)

Only the STREAM's official written responses and communications shall be considered binding with regard to this RFQ. Additional information and answers will be issued as an Addendum and posted on the STREAM, under Projects Requiring Designers. Each Proposer shall assume the risk of the method of dispatching any communication to the STREAM. STREAM assumes no responsibility for delays or delivery failures resulting from the method of dispatch. "Postmarking" of a communication or proposal shall not substitute for actual receipt of a communication by the STREAM.

**Submittal Deadline:**

To be considered the RFQ must be received by the deadline in the schedule of events at the e-mail listed below:

[STREAMDesigner.Interest@tn.gov](mailto:STREAMDesigner.Interest@tn.gov)

**Submittal Format:**

The RFQ response shall be in a single PDF. Maximum number of pages not to exceed 50, including pages with photos, dividers, charts, spreadsheets, and appendices. Include a one page transmittal letter and a table of contents, which will not count toward the 50 page limit. PDF file size not to exceed 8mb. Submittal shall also include completed Pro Form Contract Information Sheet, which will not count toward page limit.

**RFQ Evaluation**

Through this RFQ, STREAM seeks to obtain the most qualified design services for the project. STREAM reserves the right, at its sole discretion, to request clarification of a response(s) to the RFQ.

Evaluation Category	Maximum Points Possible
Written Responses (RFQ Section - A)	Pass/Fail
Written Responses (RFQ Section - B)	50
Written Responses (RFQ Section - C)	50

# **Qualifications Statement Required Information and Scoring**

## **A. Design Firm Information: (Pass/Fail)**

**A.1** Provide the firm's name, address, phone number, firm's website

**A.2** Describe the firm's form of business (i.e., individual, sole proprietor, corporation, non-profit corporation, partnership, Limited Liability Company) and provide the name, e-mail address, mailing address and telephone number of the primary contact for the firm.

**A.3** On a single page, provide a summary list of all project participants. Include the name of the primary firm and each consultant along with their area of responsibility and the name of each key staff member to be associated with the project.

**A.4** Provide a statement of whether the firm, its consultants or any individual who shall perform work under the contract has a possible conflict of interest and, if so, the nature of that conflict.

<http://www.tn.gov/finance/OSA/documents/SBCPolicyMASTER.pdf>

**A.5** Provide a statement that confirms all consultants identified in C.2b and as required to complete this project are included in the basic services for this project. This statement must be signed by a principal of the submitting firm.

# Qualifications Statement Required Information and Scoring

## **B. Qualifications and Experience:**

**B.1** Describe the firm's credentials to deliver the services needed for this project. Provide an overview of your firm's expertise with projects of similar type, complexity and scope. Provide a list of current projects on which your firm is committed, the status and what services are being provided.

**B.2a** Provide information on up to five of the firm's design services projects that have been completed within the last five years and that are of similar type, scope, and complexity. Include the following information:

- Extent of services provided
- The Designer's and Consultants key personnel for each project
- Completion date and dollar value of construction
- A reference (Owner representative) for each project including contact name, address, telephone number, email address. The Owner may contact references given as well as any other source available.
- Photographs for each project
- Describe how each project relates to the program for this project

**B.2b** For consultants that are included as part of the firm's team, provide information on up to five of the consultants projects that are unique and related to this project that have been completed within the last five years and that are of similar type, scope, and complexity. Include the information defined in B.2a.

**B.3** Provide the resumes of key firm and consultant personnel who shall be assigned to this project and describe their proposed role and time commitment to this project. Provide each individual's current position with the firm or consultant, years with the firm, education, licensing, professional credentials, and similar project experience.

**B.4** Provide a matrix showing the relationship between the projects (B.2) and the key firm and consultant personnel (B.3). Show projects in columns and personnel in rows.

# Qualifications Statement Required Information and Scoring

## **C. Technical Services:**

**C.1** Describe how the firm will approach and document the various aspects of the project: Identify unique capabilities that your firm / team bring to this project. Provide the firm and consultant office location(s) that will be supporting this project. If the firm and/or consultants have multiple locations serving this project describe how personnel from each location are involved.

**C.2a** Define all the services that will be included by the team. Explain how the firm will address the various elements of the project including: programming, planning, design, architectural and engineering services, special requirements of the project, contract documents, specifications, software, graphics, ADA/Accessibility, cost estimating, value engineering, sustainability, etc. that will be needed to complete this project.

**C.2b** For specialty consultants that are included as part of the firm's team, explain the specific duties of the consultant(s) and the extent of work that may be required of the consultant(s). Include information of various elements as identified above as appropriate.

Provide a matrix that shows the level of participation of each consultant as outlined below as a percentage of the total project phase. For the standard disciplines of Civil, Structural, Mechanical, Plumbing, Electrical, Interiors, Landscaping, Environmental do not include a percentage as these are expected to be involved in all phases.

**C.3** Provide an organizational chart for this project illustrating lines of authority and specific staff proposed for this project. The chart shall include the key personnel of the firm and basic service consultants with their responsibility / duties identified in detail. If specialty consultant(s) will be used, include them in the chart and a designation that they are specialty consultants.

**C.4** Describe how the firm will implement a quality assurance program to minimize the potential for construction changes. Describe how the firm will provide an estimate of probable cost that are reasonably accurate at each stage of the design. Describe how the firm will work with the CM/GC to deliver a project in the budget. Provide a preliminary schedule for this project identifying the time appropriate for each phase.