

To select a Designer for:

**New Parking Structure**

**SBC # 366/009-XX-2024**

**Middle Tennessee State University**

**Murfreesboro, Rutherford County**

Middle Tennessee State University (MTSU), on behalf of the State of Tennessee, is issuing this RFQ to obtain a Designer interested in providing full basic design services for the program confirmation, design, contract documents, and construction administration for a New Parking Structure. Middle Tennessee State University (MTSU) has experienced significant growth since its establishment in 1911, evolving from a small teachers' college to one of the largest universities in Tennessee. As enrollment has increased, so has the demand for campus infrastructure, including parking facilities. Over the decades, MTSU has expanded its parking services to accommodate students, faculty, and visitors, but the growth in parking demand has often outpaced the available space.

Historically, parking at MTSU has relied heavily on large surface lots, which have required continual expansion and reconfiguration to meet the needs of a growing campus population. These lots, located across campus, have accommodated daily commuters, who comprise a large portion of MTSU's student body. As the university continued to grow, the limitations of surface parking became apparent, including the challenges of long walking distances from parking areas to academic buildings, congestion during peak times, and environmental concerns related to stormwater runoff from impervious surfaces.

MTSU intends to enter into an agreement with a designer who will deliver design services enabling the construction of a facility of 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 consists of site development and a building design for a New Parking Structure. MTSU plans to construct a new parking structure to accommodate increased campus traffic and address current parking shortages on the southeast corner of campus. This facility will serve faculty, students, and visitors, enhancing accessibility and convenience while reducing congestion in surface parking lots. Key considerations include maximizing the number of spaces within available land, providing easy access to main campus buildings, incorporating sustainable design features, and ensuring pedestrian safety.

The structure will be a multi-level facility with considerations for traffic flow, lighting, security, and ADA-compliant accessibility. Additional elements like an aesthetically complementary design for the campus environment shall also be integrated.

**Demolition of Womack Lane Apartments**

The demolition of Womack Lane housing complex, which directly abuts to the north and east of the site, is to be included in the construction documents for this project.

**Hazardous Materials Abatement of Womack Lane Apartments**

Hazardous materials abatement of the Womack Lane housing complex is to be included in demolition for this project.

### **Early Release Package**

An early release package to include hazardous materials abatement and demolition of the Womack Lane Housing site is planned to expedite construction schedule and prepare adjacent land for future MTSU P3 Student Housing Development.

### **The Department Parking Services**

This project seeks to provide a comprehensive construction of a new parking structure. This parking structure at Middle Tennessee State University (MTSU) is crucial to addressing the ongoing parking challenges faced by its growing campus community. As enrollment continues to rise, surface parking lots have become increasingly insufficient, leading to congestion, long walking distances, and inefficiencies in traffic flow. A multi-level parking structure would alleviate these issues by significantly increasing capacity within a smaller footprint, enhancing convenience for students, faculty, and visitors. Additionally, it would support future campus development by freeing up land for new academic and residential buildings while improving safety through better lighting and pedestrian pathways. A parking structure is not only a practical solution to current parking shortages but also a long-term investment in the university's sustainable growth and operational efficiency. The project scope also includes the demolition of Womack Lane Apartments, which is directly adjoined to the north and east sides of the site.

This construction is a vital revitalization effort to alleviate parking issues. Therefore, this building and the surrounding site should express the aesthetics and sense of place established by the construction of the new student housing. The design is for approximately 600 spaces with five levels. The parking structure will not have any occupied space at the ground tier. The maximum allowable construction cost is approximately \$ 24,750,000, including costs for added infrastructure, site improvements, and surrounding pedestrian and vehicular circulation.

This project was included in the 2024/2025 Capital Budget Request and funded as part of the State's budget as enacted by legislative action and subsequent State Building Commission. Design firms will be retained and operated under the State of Tennessee Designer Agreement and executed through MTSU's Campus Planning Project Manager.

A Construction Manager / General Contractor (CM/GC) method of construction delivery will be requested for this project. As a part of basic services, the designer will participate as an advisor in the selection of the CM/GC and will coordinate and work with the CM/GC to deliver a project in adherence with the program and within the funding allocated for the project.

### **Design Services Contract and Terms:**

Design services contract and terms utilized will be the "Standard Form of Agreement Between Owner and Designer (Form SBC-6)" and "Standard Form of Supplement Agreement Between Owner and Designer (Form SBC-6s). These forms can be accessed via the following link: <https://www.tn.gov/osa/general-information/forms---contracts.html>

**All consultants listed as part of a proposer's design team will be assumed by the reviewers as included in the basic design services fee unless noted otherwise. Please indicate if any of the consultants included require additional services.**

### **Design Schedule:**

TSSBA Bond Approval: November 2024

SBC Project Approval: Presented at the December 2024 SBC Meeting

Designer Selection: Presented at the December 2024 Executive Subcommittee

Design Kickoff: February 2025  
Design - Schematic Design Complete: April 2025  
Design - Design Development Complete: July 2025  
Design Completion: September 2025  
Construction Kick-off: November 2025

### **Additional Information:**

**This project is contingent on Tennessee State School Bond Authority (TSSBA) approval and subsequent SBC approval.** 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 MTSU procedures and State Building Commission policy and Designer Agreement.

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

MTSU 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.

<https://designerregistration.osa.tn.gov/WebForms/Home.aspx>

**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 MTSU website.		
<b>Event</b>	<b>Time</b>	<b>Date</b>
Post RFQ on MTSU website		10/18/2024
Pre-Proposal Conference Call (Optional) <b>Microsoft Teams <a href="#">Need help?</a></b> <b><a href="#">Join the meeting now</a></b> Meeting ID: 255 613 646 426 Passcode: oyHNtF	2:00 CT	11/04/2024
<b>Dial in by phone</b> <a href="#">+1 615-988-5047,40311776#</a> United States, Nashville <a href="#">Find a local number</a> Phone conference ID: 403 117 76#		
Written Question Deadline		11/13/2024
MTSU Responds to Written Questions		11/18/2024
<b>Proposal Deadline</b>	<b>2:00 pm CT</b>	<b>11/25/2024</b>
MTSU Evaluation Complete		12/04/2024
Information available for State Architect		12/06/2024
Executive Subcommittee of the State Building Commission		12/16/2024

## RFQ Communications:

Interested parties must direct all communications regarding this RFQ to the RFP Coordinator Jamie Brewer ([jamie.brewer@mtsu.edu](mailto:jamie.brewer@mtsu.edu) (615-898-2307), who is MTSU's official point of contact. Email is the preferred form of communication utilizing the Campus Planning direct e-mail ([Planning@mtsu.edu](mailto:Planning@mtsu.edu)).

Only MTSU's official written responses and communications shall be considered binding with regard to this RFQ. Additional information and answers will be issued as an Amendment and posted on the MTSU website, under "Doing Business with MTSU - Projects Requiring Designers". Each Proposer shall assume the risk of the method of dispatching any communication to MTSU. MTSU 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 MTSU.

## Pre-Proposal Conference Call:

Participation on the pre-proposal conference call is not mandatory, but strongly recommended. The time and date for the conference call are included in the Schedule of events. Send an email request to [Planning@mtsu.edu](mailto:Planning@mtsu.edu) at least one day before the conference call and the phone number and access code will be provided via email.

## Submittal Deadline:

To be considered, the RFQ must be received by the deadline in the schedule of events at the location listed below:

Middle Tennessee State University  
Campus Planning  
MTSU Box 44 – Holmes Building 105  
836 Champion Way  
Murfreesboro, TN 37132

## Submittal Format:

The RFQ response shall be on standard 8 ½" x 11" paper. Maximum number of pages are not to exceed 50 including pages with photos, dividers, charts, spreadsheets and appendices. Include a one-page transmittal letter and a table of contents. Pages with print on both sides will be counted as two pages. Number all pages and follow the information structure provided with clear identification of each information section. The RFQ response should be bound with wire or plastic binder so the open document will lay flat. Hard covers, 3 ring binders, sleeves, and other unique presentations features are discouraged.

Submit six bound copies and a single digital file in a PDF format. Attach the completed spreadsheet at the end of the of the RFQ response document. Submittal package should be marked as follows:

**Qualification Statement**  
**New Parking Structure**  
**Middle Tennessee State University**  
**Submitted By: <<Firm Name>>**

## RFQ Evaluation

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

Evaluation Category	Maximum Points Possible
Design Firm Information (RFQ Section A)	Pass/Fail
Qualifications and Experience (RFQ Section B)	60
Technical Services (RFQ Section C)	40

**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** This project will be evaluated based on the designer(s) providing Basic services only including utilizing the services of various consultants as provided in C.2 a and b of this RFQ. Provide a statement that confirms that the consultants listed are included in Basic Services and there are no consultants listed for which additional services are expected. This statement must be signed by a principal of the submitting firm.

**B. Qualifications and Experience: (60 Points)**

- 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.  
Maximum B.1: 10 points
- B.2a** Provide information on up to five of the firm's design services projects that have been completed recently and that are of similar type, scope, and complexity featuring academic buildings and use of concrete materials. 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, and e-mail 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 recently and that are of similar type, scope, and complexity. Include the information defined in B.2a.  
Maximum B.2: 25 points
- B.3** Provide the resumes of key firm and consultant personnel who shall be assigned to this project, their work location 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.

Maximum B.3: 15 points

- 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.

Maximum B.4: 10 points

**C. Technical Services: (40 Points)**

- 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.

Maximum C.1: 10 points

- 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: program verification, 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 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 discipline/consultant and their services as outlined below as a percentage of the total effort to complete each phase of the total project. 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.

Maximum C.2: 15 points

- 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.

Maximum C.3: 10 points

- 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 is 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.

Maximum C.4: 5 points

**Total Maximum Score: 100 points**