



DESIGN • PRESERVE • RENEW

REQUEST FOR QUALIFICATIONS & DESIGN DEVELOPMENT BUDGET

**DMC TOWER RENOVATION
114 N. MAIN STREET
MEMPHIS, TN 38103**

Issued: November 3, 2020

Due: 5:00 PM, December 10, 2020

REQUEST FOR QUALIFICATIONS (RFQ) AND DESIGN DEVELOPMENT BUDGET FOR THE RENOVATION OF THE DOWNTOWN MEMPHIS COMMISSION TOWER.

INTRODUCTION

The Downtown Memphis Commission and ArchInc request qualifications for construction services for the renovation of the upper floors of their headquarters located at 114 N. Main Street, Memphis, Tennessee 38103.

ArchInc is the Architect of Record for the Project, the Downtown Memphis Commission is the Owner. The drawings and specifications are considered Design Development level documents. A general contractor will be selected based on a combination of qualifications, compliance with DMC's Equal Business Opportunity (EBO) Program, and lowest and best budget to negotiate a fixed lump sum price based on final construction drawings. Once a general contractor is selected by the Owner, construction documents will be completed by the design team with full involvement by the contractor to maintain budget, schedule, and construction standards.

PROJECT SUMMARY

The proposed renovation at 114 N. Main Street includes the Adams Avenue entrance/elevator lobby, floors 2-6 of the tower and electrical switch gear for the entire building, located in the basement. The proposed use of the upper five floors of the building will be office with its own entrance on Adams Avenue. Four floors will be built out as shell/core space and the 4th floor will be completely finished out as shared conference room spaces. Each floor is approximately 1590 sf. A new elevator will be located in the existing elevator shaft and will initially serve floors 1-6. Total travel of the elevator will be designed for access to the basement and mezzanine levels as well. Openings on these floors will be an add alternate. The existing internal historic stair will be utilized as one means of egress. A refurbished fire escape serving floors 3-6 will be located on the north façade of the building, exiting across the roof on a new catwalk and down a new stair onto a narrow access alley on the north side of the building adjacent to the existing sunken fountain.

EQUAL BUSINESS OPPORTUNITY (EBO) PROGRAM

The DMC's Equal Business Opportunity (EBO) program requires that a best-faith effort is made to avail any potential contracting or subcontracting opportunities to qualified minority and women owned businesses.

All projects of the DMC shall include a best faith effort to reach no less than 25% participation by minority and/or women-owned businesses (MWBE) in the project's development cost (design and construction hard costs).

Outreach & Inclusion Plan: The specific steps required for each project to be compliant with the DMC's EBO Program takes into consideration the size, scope of work, and development costs associated with the project. The General Contractor (GC) must have a clear understanding of the EBO Program and work with DMC staff to create an Outreach & Inclusion Plan, including the following key steps:

- The GC will use the City of Memphis Business Diversity & Compliance Registry and the resources at the Shelby County Office of Equal Opportunity Compliance to identify qualified general contractors and/or subcontractors to perform the needed work.
- The GC will contact a minimum of 3 certified MWBE businesses for each trade or type of subcontractor needed and provide each a fair opportunity to submit a bid and be considered for the work.

- Once the service providers have been identified, the GC will submit EBO documentation to DMC staff for review and approval. The GC will also be asked to provide a full record of the outreach steps taken and the results. This documentation can include items such as a phone call log, copies of emails, meeting notes, etc.
- After construction has started, the GC will provide monthly updates to DMC staff detailing the project status and level of MWBE involvement.

RFQ SCHEDULE

Issued: Tuesday, November 3, 2020

Mandatory Pre-Submission Meeting via Zoom:
Tuesday, November 10, 2020 at 1:00 PM

Participation at the Pre-Submission Meeting is mandatory and is preferably limited to two (2) people per company via zoom conference. The purpose of this meeting is to give interested general contractors the opportunity to ask questions about the attached documents. If you are intending to have representatives attend this meeting virtually, please send a confirmation email to Chooch Pickard chooch@archincmemphis.com by November 9, 2020 at 5:00 PM. Drawings and specifications will be emailed to contractors when confirming attendance at the meeting.

Building Tours:

Thursday, November 12, 9:00, 9:45, 10:30, 11:15 AM

Monday, November 16, 9:00, 9:45, 10:30, 11:15 AM

Interested contractors can schedule a 45-minute tour of the building. A maximum of three people will be allowed to tour from each team. Tours can be scheduled through Chooch Pickard via email at chooch@archincmemphis.com

Deadline for Contractor Questions:

Friday, November 20 - 12:00 PM

Answers to questions at the Pre-Submission meeting will be distributed to all interested contractors. Further questions may also be submitted, by email, until the deadline for questions noted above. Questions will be answered by the appropriate individuals and answered within 3 business days. Questions and answers will be shared with all interested contractors. All questions to be emailed to Chooch Pickard chooch@archincmemphis.com

RFQ Due Date:

Thursday, December 10 - 5:00 PM submitted to Chooch Pickard by email no later than the deadline.

Email: chooch@archincmemphis.com

Selection Date:

Thursday, December 17, 2020

SUBMISSION REQUIREMENTS

Each responding contractor is required to provide the following information:

- Statement of Qualifications and Relevant Experience
- Three reference projects of similar building type, scope and size completed by the bidding contractor in the past five years, including contact information for each project's owner or owner's representative. Contact information shall include current phone numbers and email addresses.
- Budget - The budget is to be a line item document per the CSI's MasterFormat.
- EBO Program- Firm demonstrates commitment to the DMC's EBO program requirements. Please describe your experience meeting or exceeding the goals of the DMC's EBO Program, and/or similar programs.
- All components of the submission shall be in Adobe Acrobat® PDF format. All submissions shall be formatted to print on 8.5" x 11" letter-sized paper.
- A general contractor will be selected based in combination with qualifications and lowest and best budget with considerations of MWBE participation to negotiate a fixed lump sum price based on final construction drawings.
- Small MWBE contractors with minimal experience in construction projects of this type are encouraged to partner with experienced firms.

EXHIBITS INCLUDED IN THIS RFQ:

All drawings, specifications and exhibits included as part of this RFQ are at the Design Development level. They are meant to provide a guide for submitting a statement of qualifications and line item budget. These documents will be added to and amended as the project progresses to 100% Construction Documents and are not to be considered a comprehensive source of materials, details and/or constraints. Contractors who intend to submit a response to the RFQ should contact Chooch Pickard for PDFs of the drawings and specifications at chooch@archincmemphis.com.

DESIGN DEVELOPMENT DRAWINGS

(DRAWINGS AND SPECIFICATIONS WILL BE RELEASED TO INTERESTED GENERAL CONTRACTORS UPON REQUEST)

ARCHITECTURAL

G1.0 General Notes
LS1.0 Life Safety & Code Review
LS1.1 Life Safety & Code Review
D1.0 Basement Preparation Plan
D1.1 First Floor Preparation Plan
D1.1.5 Mezzanine Preparation Plan
D1.2 Second Floor Preparation Plan
D1.3 Third Floor Preparation Plan
D1.4 Fourth Floor Preparation Plan
D1.5 Fifth Floor Preparation Plan
D1.6 Sixth Floor Preparation Plan
D5.0 Exterior Preparation Elevations
D5.1 Exterior Preparation Elevations
A1.0 Basement Floor Plan
A1.1 First Floor Plan
A1.2 Second Floor Plan
A1.3 Third Floor Plan
A1.4 Fourth Floor Plan
A1.5 Fifth Floor Plan
A1.6 Sixth Floor Plan
A1.7 Alternates
A1.8 Alternates
A4.0 Reflected Ceiling Plans
A4.1 Reflected Ceiling Plans
A5.0 Exterior Elevations
A5.1 Exterior Elevations
A10.0 Partition Types
A12.0 Door, Window & Finish Schedules

STRUCTURAL

S1.1 Egress Catwalk Support Plans & Details

MECHANICAL

MO.0 HVAC General Notes
MO.1 HVAC- Specifications
M1.2 HVAC- Second Floor Plan
M1.3 HVAC- Third Floor Plan
M1.4 HVAC- Fourth Floor Plan
M1.5 HVAC- Fifth Floor Plan
M1.6 HVAC- Sixth Floor Plan
M1.7 HVAC- Roof Plan

ELECTRICAL

EO.0 Electrical General Notes
EO.1 Electrical Specifications
EO.2 Electrical- Panel Schedules
E1.1 Electrical- Basement Floor Plan
E1.2 Electrical - Second Floor Plan
E1.3 Electrical - Third Floor Plan
E1.4 Electrical - Fourth Floor Plan
E1.5 Electrical - Fifth Floor Plan
E1.6 Electrical - Sixth Floor Plan
E1.7 Electrical- Roof Plan

PLUMBING

PD1.0 Basement Demolition Plan- Plumbing & Fire Protection
PO.1 Legend, Notes & Schedules - Plumbing & Fire Protection
P1.0 Basement Plan- Plumbing & Fire Protection
P1.1 First Floor Plan Plumbing & Fire Protection
P1.2 Mezz. & Second Floor Plans Plumbing & Fire Protection
P1.3 Third & Fourth Floor Plans Plumbing & Fire Protection
P1.4 Fifth & Sixth Floor Plans Plumbing & Fire Protection
P2.0 Piping Schematics- Plumbing
P3.1 Piping Schematics- Fire Protection
P3.2 Piping Schematics- Fire Protection