



Department of Procurement Services

160 South Hollywood Street · Room 126 · Memphis, TN 38112 · (901) 416-5376

QUESTIONS AND ANSWERS

RFQ 03062023LB MSCS Professional Architectural & Engineering Services – New East Region High School

1. Has a site been selected?

Please be advised that the information regarding site selection cannot be disclosed to you at this time, as it is not yet public knowledge.

2. If a site has not been selected, are there target areas?

East Shelby County Region

3. Will the design team be responsible for All FFE items? Furniture, Kitchen, Sports, CTE, etc.

Yes

4. What will the construction project manager role be for the project and how will the interface with the architect?

Regarding the construction management for the project, we will have both a CM at risk and an external construction project manager. The CM at risk will be responsible for overseeing the construction process, providing preconstruction and construction services, and assuming financial risk for the project. The external construction project manager, on the other hand, will be responsible for managing the overall project, coordinating with the project team and stakeholders, and ensuring that the project is completed on time, within budget, and to the required quality standards. They will work together to manage the project and ensure a successful outcome.

5. How will kitchen/food design service be handled?

The design of the kitchen and food services will be the responsibility of the architect. However, our internal nutrition team will be available to provide guidance and input as needed to ensure that the design meets our requirements for preparing and serving nutritious meals. In some of the schools we have designed in the past, the architect has hired a kitchen consultant to provide additional expertise and support in the design process.

6. Can you please clarify the differences in the Evaluation Criteria A,B,C on Page 13 vs the categories of Evaluation Criteria and weights on Page 14?

Page 13 is boiler plate information based on Procurements standard RFQ template. Essentially both pages are referencing the same criteria. A large portion of your scoring will be based on your experience, qualifications, and the team you are proposing to assign to this project. We are specifically scoring Tabs D-H on page 11 to weigh 60% of total score, Tab I is 35% and Tab J will be 5% of your total score.

7. **We are a registered WBE/LOSB. If we are prime, will that count as 100% toward the M/WBE goal? If not, please explain how you would like the participation percentage computed.**
As stated on Form A - M/WBE Subcontractor Project Plan and Subcontractor Supplier Utilization Plan, "Submission as a Prime, MSCS Certified MBE or WBE will count toward the MWBE goal. For purposes of this program the MWBE must reside within Shelby County and possess a Shelby County, Tennessee business license."
8. **Is Addendum #1 replacing pages 15-18 on the RFQ?**
Yes, page 15 and Addendum 1 should both describe **A/E scope of services**, not the services of a Construction Project Manager.
9. **Is there an Appendix A that applies to Architectural and Engineering Services?**
The appendix is also boiler plate information, which may or may not be applicable to AE Services, but is included as procurement's RFQ template.
10. **Where is the site?**
Site is located in East Shelby County Region. Please be advised that the information regarding site selection cannot be disclosed to you at this time, as it is not yet public knowledge.
11. **What is the project schedule?**
We would begin design as soon as April 2023 and would like to be substantially complete by June 15, 2026 to open for 26-27 school year in August 2026.
12. **Has a site been selected for this project?**
Site is located in East Shelby County Region. Please be advised that the information regarding site selection cannot be disclosed to you at this time, as it is not yet public knowledge.

Thank you,

Procurement Services