



Department of Procurement Services

160 S Hollywood St · Room 126 · Memphis, TN 38112 · (901) 416-5376

QUESTIONS AND ANSWERS

RFQ 072629DW MSCS Professional Architectural and Engineering Services

1. Please identify the composition of the evaluation committee (departments represented and roles, if names cannot be disclosed).

The evaluation committee is a group of MSCS employees, consisting of subject matter experts (SMEs) from the construction department and additional core members of the MSCS staff.

2. Can you please confirm whether there is a page limit for the submission?

There is no page limit for your submission.

3. Can you please confirm whether there is an MWBE participation goal or required percentage for this project?

There is no MWBE participation goal set for this project.

4. Is there a signature sheet for Appendix A , Special Terms and Conditions for RFQ's that we need to send in with our RFQ Response under TAB F Forms?

There is no signature requirement for Appendix A. It doesn't need to be submitted with your proposal.

5. Per Part III: RFQ FORMAT, TAB F FORMS, item 8 2011 Local Preference Purchasing (Appendix H), this item is to be included in the RFQ. As there is nothing to sign or acknowledge, are we to just copy this 2-page document and reinsert it into the RFQ?

There is no signature requirement for Appendix H. It doesn't need to be submitted with your proposal.

6. Per Part III: RFQ FORMAT, TAB F FORMS, item 1 Special Terms & Conditions for RFQ (Appendix A), this item is to be included in the RFQ. As there is nothing to sign or acknowledge, are we to just copy this 15-page document and reinsert it into the RFQ?

There is no signature requirement for Appendix A. It doesn't need to be submitted with your proposal.

7. How many firms will be selected to participate in the rotating list?
The District has not established a fixed number of firms to be selected under this RFQ. This solicitation will create a rotating list of qualified firms that may be updated as needed.
8. When might the contract be executed, and when might the first project be assigned?
**Contracts will be awarded after successful bidders have completed the vetting process and final recommendations are reviewed and approved.
The timing of contract execution will depend on when specific projects are identified and authorized by the District.**
9. Is there a schedule of the anticipated projects?
No
10. Does SCBE anticipate all of the proposed projects will be Design-Bid-Build, or might CMAR or Design-Build delivery methods also be utilized?
SCBE anticipates utilizing all standard project delivery methods as appropriate for the specific needs of each project. These may include Design-Bid-Build, Construction Manager at Risk (CMAR), Design-Build, and other authorized delivery methods. Firms selected for the rotating list should demonstrate strong qualifications, experience, and capabilities across all delivery methods, as project assignments may involve any of these approaches.
11. The RFQ title and detailed scope appear to request architectural and engineering design services, including preparation of construction documents, specifications, estimates, permitting, and construction administration. However, several sections also emphasize contract management, project coordination, budget tracking, reporting, and on-site monitoring.

Please confirm whether MSCS is seeking:

1. Full architectural and engineering design services for projects assigned through a rotating list;
2. Project management or owner's representative services; or
3. A combination of both services.

MSCS is seeking a complete and comprehensive combination of both services. Firms selected through the rotating list will be expected to provide full architectural and engineering design services, including preparation of construction documents, specifications, cost estimates, permitting, bidding support, and construction administration. In addition, firms may be required to provide project management

and owner's representative services, including project coordination, budget management, schedule oversight, reporting, stakeholder coordination, and on-site monitoring as needed. Therefore, respondents should demonstrate strong qualifications and experience in delivering both professional design services and project management/owner representation services.

Thank you,

Procurement Services