

CITY OF KNOXVILLE
REQUEST FOR QUALIFICATIONS

**Cradle of Country Music Park –
Art Pier Construction Services**

**Qualifications to be Received by 11:00:00 a.m., Eastern Time
July 9, 2021**

Submit Qualifications to:
City of Knoxville
Office of Purchasing Agent
City/County Building
Room 667-674
400 Main Street
Knoxville, Tennessee 37902

**CITY OF KNOXVILLE
Request for Qualifications**

Cradle of Country Music Park – Art Pier Construction Services

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**City of Knoxville
Request for Qualifications**

Cradle of Country Music Park - Art Pier Construction Services

I. Statement of Intent

The City of Knoxville seeks to hire a Contractor to construct the concrete base or pier for a unique art piece that will be created at the Cradle of Country Music Park in downtown Knoxville. Through this solicitation, interested contractors will submit to be pre-qualified and approved to participate in the subsequent, competitive bid process for the construction.

II. RFQ Time Line

Availability of RFQ June 18, 2021

Deadline for questions to be submitted in writing to the
Purchasing Agent..... June 29, 2021

Qualifications Due Date July 9, 2021

This timetable is for the information of submitting entities. These dates are subject to change. **However, in no event shall the deadline for submission of qualifications be changed except by written modification from the City of Knoxville Purchasing Division.**

III. Background

The City of Knoxville has contracted with the artist Marc Fornes of THEVERYMANY to design, fabricate and erect a unique art piece at the Cradle of Country Music Park located at the northeast corner of the intersection of W Summit Hill Drive and N Gay Street. This art piece will be installed on a new structural concrete pier or base that will support the art piece and allow the public to walk beneath it. The artist has designed this pier which will be constructed by a contractor hired by the City of Knoxville through this RFQ/bid process.

As stated, this art piece, along with the proposed pier, is unique to the City of Knoxville. The successful execution of this project requires a contractor with experience in complex concrete formwork and exposed finishes. The City will use this RFQ process to review the relevant information provided by interested contractors. Those determined to have demonstrated the requisite skill and experience, as defined in this RFQ, will be considered qualified to participate in the competitive bid process. Only those contractors considered qualified through the RFQ process will be eligible to submit a bid.

IV. General Conditions

4.1 The following is intended to form the basis for submission of qualifications to provide construction services for the City of Knoxville **Cradle of Country Music Park - Art Pier Construction Services.**

4.2 This material contains general conditions for the procurement process, the scope of service requested; contract requirements; instructions for submissions of qualifications; and submission forms that must be included in the Statement of Qualifications. The RFQ should be read in its entirety before preparing the submission.

- 4.3 All materials submitted pursuant to this RFQ shall become the property of the City of Knoxville.
- 4.4 To the extent permitted by law, all documents pertaining to this Request for Qualifications shall be kept confidential until the qualification evaluation is complete and a recommendation submitted to City Council for review. No information about any submission of qualifications shall be released until the process is complete, except to the members of the Evaluation Committee and other appropriate City staff. All information provided shall be considered by the Evaluation Committee in making a recommendation to enter into an agreement with the selected consultant.
- 4.5 Any inquiries, suggestions or requests concerning interpretation, clarification or additional information pertaining to the RFQ shall be made **in writing and be in the hands of the Purchasing Agent by the close of the business day on June 29, 2021**. Questions can be submitted by letter, fax (865-215-2277), or email to powens@knoxvilletn.gov. The City of Knoxville is not responsible for oral interpretations given by any City employee, representative, or others. The issuance of written addenda is the only official method whereby interpretation, clarification, or additional information can be given. If any addenda are issued to this Request for Qualifications, the Purchasing Division will post them to the City's website at www.knoxvilletn.gov/purchasing. Submitting organizations are strongly encouraged to view this website often to see if addenda are posted. Failure of any qualifier to receive such addendum or interpretation shall not relieve such Proposer from any obligation under his bid as submitted. All addenda so issued shall become part of the Contract Documents.
- 4.6 The City of Knoxville reserves the right to (a) accept or reject any and/or all submissions of qualifications; (b) to waive irregularities and technicalities; and (c) accept any alternative submission of qualifications presented which in its opinion, would best serve the interests of the City. The City shall be the sole judge of the qualifications, and the resulting negotiated agreement that is in its best interest, and its decision shall be final. The City also reserves the right to make such investigation as it deems necessary to determine the ability of any submitting entity to perform the work or service requested. Information the City deems necessary to make this determination shall be provided by the submitting entity. Such information may include, but is not limited to, current financial statements by an independent CPA, verification of availability of equipment and personnel, and past performance records.
- 4.7 Included in the Contract Documents is an affidavit that the undersigned has not entered into any collusion with any person in respect to this qualification. The qualifier is required to submit this affidavit with the submission. Also included is the Diversity Business Program contracting packet. Submissions must indicate on the enclosed form whether or not the proposer/qualifier intends to use subcontractors and/or suppliers from one of the defined groups. Proposers/Qualifiers are advised that the City tracks use of such use, but it does not influence or affect evaluation or award.
- 4.8 Subsequent to the Evaluation Committee's review contractors deemed qualified will be sent an Invitation to Bid. The bid package will include the construction plans and project manual with technical specifications. This will be the typical Invitation to Bid process in which the project will be awarded to the lowest responsive bidder.
- 4.9 All expenses for making submission of qualifications shall be borne by submitting entity.
- 4.10 Any submission of qualifications may be withdrawn up until the date and time for opening of the submissions.
- 4.11 Prior to submitting their qualifications, submitters are to be registered with the Purchasing Division by setting up a Vendor Self-Service Account. Instructions for registering on-line are available at www.knoxvilletn.gov/purchasing. **Submissions from un-registered submitters may be rejected.**
- 4.12 **NO CONTACT POLICY:** After the posting of this solicitation to the Purchasing Division's website, any contact initiated by any proposer with any City of Knoxville representative concerning this procurement action is strictly prohibited, unless such contact is made with the Purchasing Division

representative listed herein or with said representative's authorization. Any unauthorized contact may cause the disqualification of the proposer from this procurement transaction.

4.13 **INCLEMENT WEATHER:** During periods of inclement weather, the Purchasing Division will enact the following procedures with regard to solicitations and weather delays:

- If City offices are closed due to inclement weather on the date that bids/proposals/qualifications/letters of interest are due into the Purchasing Office, all solicitations due that same day will be moved to the next operational business day.
- The City of Knoxville shall not be liable for any commercial carrier's decision regarding deliveries during inclement weather.

V. Scope of Service

The City of Knoxville seeks statements of qualifications from responsible and qualified contractors to construct the concrete approaches and pier for the art piece at Cradle of Country Music Park. All bidders must be licensed contractors and must have a BC-Building Construction classification. The work consists of a cast in place concrete structure which is over 110 feet long, 20 feet wide and includes a 20 foot long cantilevered concrete deck and any other work needed to complete the project as directed by the Engineer. Project plans, specifications, and bid packages will be made available to all contractors that are considered qualified from this RFQ. Exhibit A displays similar examples of Formwork and Finish expected for the project and Exhibit B contains current renderings and the location map.

Contract requirements will be included in the subsequent Invitation to Bid.

VI. Instructions to Submitting Entities

All submissions of qualifications shall comply with the following instructions. These instructions ensure that (1) submissions contain the information and documents required by the City RFQ; and (2) the submissions have a degree of uniformity to facilitate evaluation.

6.1 General

Submission forms and RFQ documentation may be obtained on or after June 18, 2021, at no charge from:

City of Knoxville Purchasing Division
City/County Building
400 Main Street, Room 667
Knoxville, Tennessee 37902

between 8:30 a.m. and 4:30 p.m. (Eastern Time), Monday through Friday or by calling 865-215-2070. Forms and RFQ information are also available on the City web site at www.knoxvilletn.gov/purchasing where it can be read or printed using Adobe Acrobat Reader software.

6.2 Submission Information

Option 1 - Electronic Submission Procedures. Electronic submissions shall be submitted online through the City's Procurement website. DO NOT EMAIL YOUR SUBMISSION. All proposers/bidders must register as a vendor in order to submit an electronic file.

Step One: Register as a City of Knoxville vendor (Vendors are encouraged to complete this step now to ensure seamless submission process prior to deadline.) To register as a vendor: Visit the website at www.knoxvilletn.gov/purchasing Click the "Vendor Registration" tab; then "Click here to register as a City of Knoxville Vendor" Follow the prompts to complete online registration. Note:

You will be asked for a PIN. This PIN will be emailed to you and may be sent to your spam or junk folder.

DO NOT WAIT UNTIL SUBMISSION DEADLINE TO REGISTER AS A VENDOR. The electronic submission link will be disabled at 11:00:00 a.m. Eastern time. Vendors will not have the ability to submit any electronic files once the deadline has passed and the City will accept no late submissions.

Step Two: Submit all materials electronically as one (1) file to City's Procurement website PRIOR to 11:00:00 a.m. (Eastern Time) on July 9, 2021. To submit electronic file: Visit the procurement website at www.knoxvilletn.gov/bids Click "RFQ - Cradle of Country Music Art Pier Construction Services", Click "Submit Bid" (red button located at top of screen) Follow the prompts to upload and submit electronic file. The City prefers only one (1) bid file per submission. Files MUST use the following naming convention, listing the firm's name followed by the title of the project. Example: "ABC Company-Cradle of County Music Art Pier.pdf." Should you need to merge multiple documents into one PDF please utilize Google to download a free software intended for merging pdf documents.

Option 2 - Hard Copy Submission Procedures: Proposals shall include one original and one electronic copy of the proposal (.pdf format on CD or USB drive only—mark the storage device with the company name); the electronic version shall be an exact duplicate of the original, and the electronic version will be the official document exhibited in the contract. Electronic submissions must be included with the sealed submissions; do not email your submission.

IMPORTANT NOTE: The original hard copy submitted proposal must bear an original signature, signed in ink (duplicated signatures substituted for original ink signatures may result in rejection of the proposals). The signature must be entered above the typed or printed name and title of the signer. All proposals must be signed by an officer of the company authorized to bind the firm to a contract.

Proposals will be received until 11:00:00 a.m. (Eastern Time) on July 9, 2021. Each proposal must be submitted in a sealed envelope addressed to:

City of Knoxville Purchasing Division
City/County Building
400 Main Street, Room 667
Knoxville, TN 37902

IMPORTANT NOTE: Each mailing envelope or carton containing a proposal or multiple copies of the proposal must be sealed and plainly marked on the outside "RFQ – Cradle of Country Music Art Pier."

Proposers are reminded that the Purchasing Division receives many bids and proposals for any number of solicitations; **unlabeled submissions are extremely difficult to match to their appropriate solicitations and therefore may be rejected.**

Any proposals received after the time and date on the cover sheet will not be considered. It shall be the sole responsibility of the submitting entity to have the proposal delivered to the City of Knoxville Purchasing Division on or before that date.

Late proposals will not be considered. Proposals that arrive late due to the fault of United States Postal Service, United Parcel Service, DHL, FEDEX, any delivery/courier service, any other carrier of any sort or any delays caused by electronic transmission or technical issues are still considered late and shall not be accepted by the City. Such proposals shall remain unopened and will be returned to the submitting entity upon request.

6.3 Format

The City is committed to reducing waste. Submissions of qualifications must be typed on 8.5 x 11 inch wide white paper, printed on both sides. **DO NOT BIND** the document; instead, staple or binder clip the submission together and place in a sealed envelope (see Paragraph 6.2). Pages must be consecutively

numbered. A table of contents must be included in the submission immediately after the title page, and each of the following numbered sections must be tabbed.

Submissions of qualifications shall be structured as follows:

1. Title Page
2. Table of Contents
3. Submission Forms:
 - A. Form S-1
4. Body of Qualifications:
 - A. Submit 4 to 5 relevant projects, completed by the contractor, that are similar to the type of work required for the pier project. Include images, a brief description with information on the project size, budget, timeline, location, team members and sub-contractors. Each submitted project should demonstrate the ability to execute complex formwork with exposed finishes. See attached project renderings and reference project images for examples.
 - B. List of project team members and sub-contractors. Include years of experience, years with the firm and if they worked on any of the submitted projects.
 - C. Provide references for 3 of the completed projects. Include the client name, contact information, and project name.

NOTE: All required submission forms may be found in this solicitation document.

6.4 Evaluation of Qualifications

All qualified submissions received by the deadline will be analyzed by the Evaluation Committee according to the criteria outlined in these specifications. Failure to comply with the provisions of the RFQ may cause any submission of qualifications to be ineligible for evaluation. Each submittal of Qualifications will be initially analyzed and judged according to the evaluation criteria below.

Firms and/or teams responding to this Request for Qualifications shall be available for interviews with the Evaluation Committee. Discussions may be conducted with responsible submitting entities for purposes of clarification to assure full understanding of and conformance to the RFQ requirements. Selection shall be based on the firms' qualifications applicable to the scope and nature of the services to be performed per this request for qualifications. Determination of contractors' qualifications shall be based on their written responses to this Request for Qualifications.

In addition to materials provided in the written responses to this Request for Qualifications, the Committee may request additional material, information, or references from the submitting entity or others.

Provided it is in the best interest of the City of Knoxville, contractors determined to be qualified by the City of Knoxville, taking into consideration the evaluation factors set forth in this Request for Qualifications, will be invited to participate in the subsequent bidding process. Contractors qualified will be provided at the earliest practical date the construction plans and project manual with technical specifications

VII. Evaluation Criteria

An evaluation team, composed of representatives of the City, will evaluate Statements of Qualifications on a variety of quantitative and qualitative criteria. Upon receipt of submissions, the City will review to determine whether the submission is acceptable or non-acceptable (Pass/Fail) based on the criteria outlined below.

The criteria upon which the evaluation of the qualifications will be based includes, but is not limited to, the following:

- Inclusion of Submission Forms
- Required Contractor Licensure

- Relevant Projects with requested information
- Experience of Team members
- Project References

Submission Forms

CITY OF KNOXVILLE REQUEST FOR QUALIFICATIONS

Cradle of Country Music Park – Art Pier Construction Services

Submission Form (S-1)

Qualifications To Be Received by 11:00:00 a.m., Eastern Time, July 9, 2021, in Room 667-674, City/County Building, Knoxville, Tennessee.

IMPORTANT: All submissions shall comply with the instructions found in Section 7, Instructions to Submitting Entities. These instructions ensure that (1) submissions contain the information and documents required by the City's RFQ and (2) the submissions have a degree of uniformity to facilitate evaluation; **do not email your submission.**

Please complete the following:

Legal Name of Qualifier: _____

Address: _____

Telephone Number: _____

Fax Number: _____

Contact Person: _____

Email Address: _____

DUNS #: _____

Signature: _____

Name and Title of Signer:

Note: Failure to use these response sheets may disqualify your submission.

Exhibits

Exhibit A: Example Formwork and Finish

Exhibit B: Design Renderings and Location

Exhibit A - Example Formwork and Finish







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100









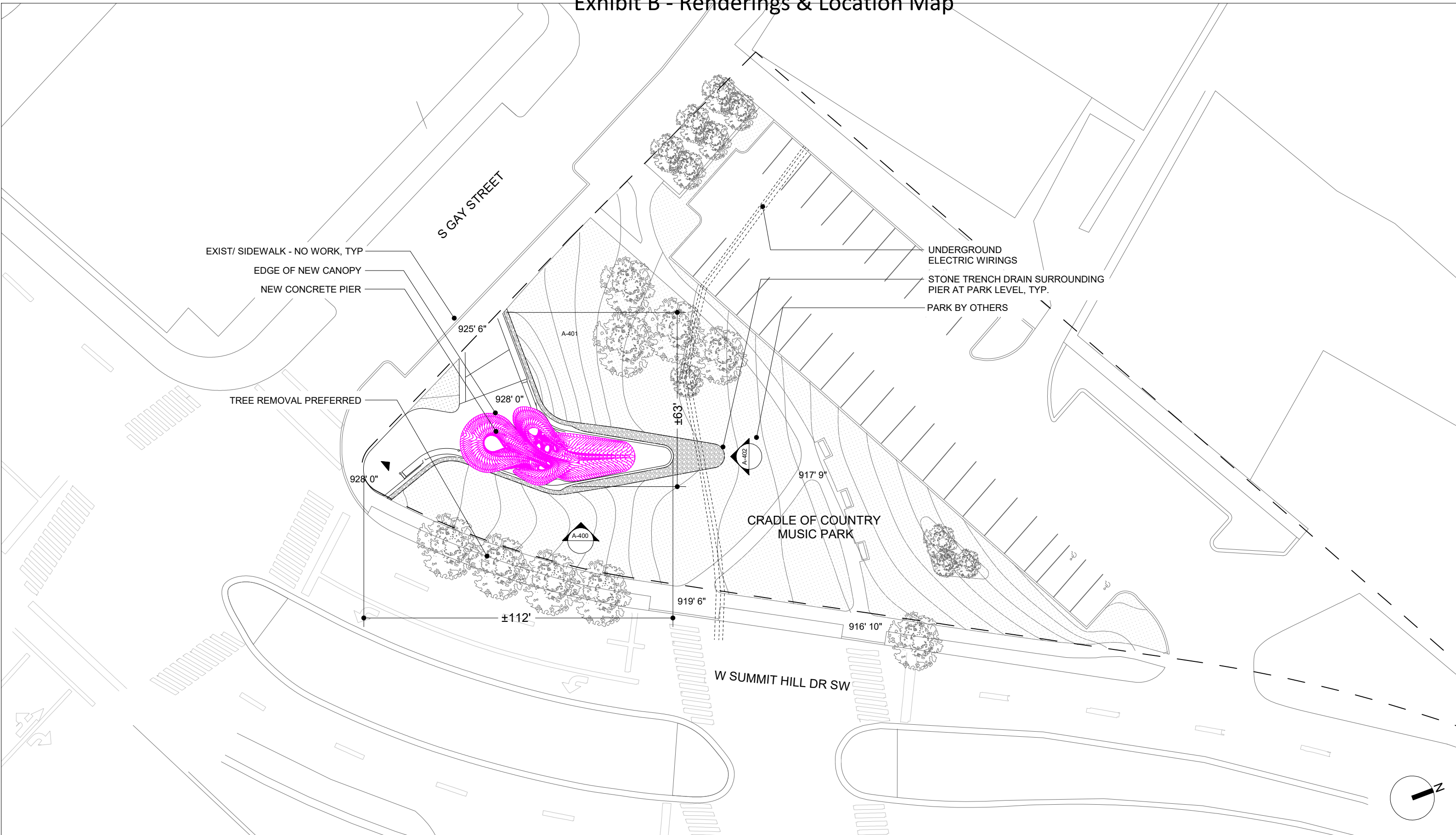




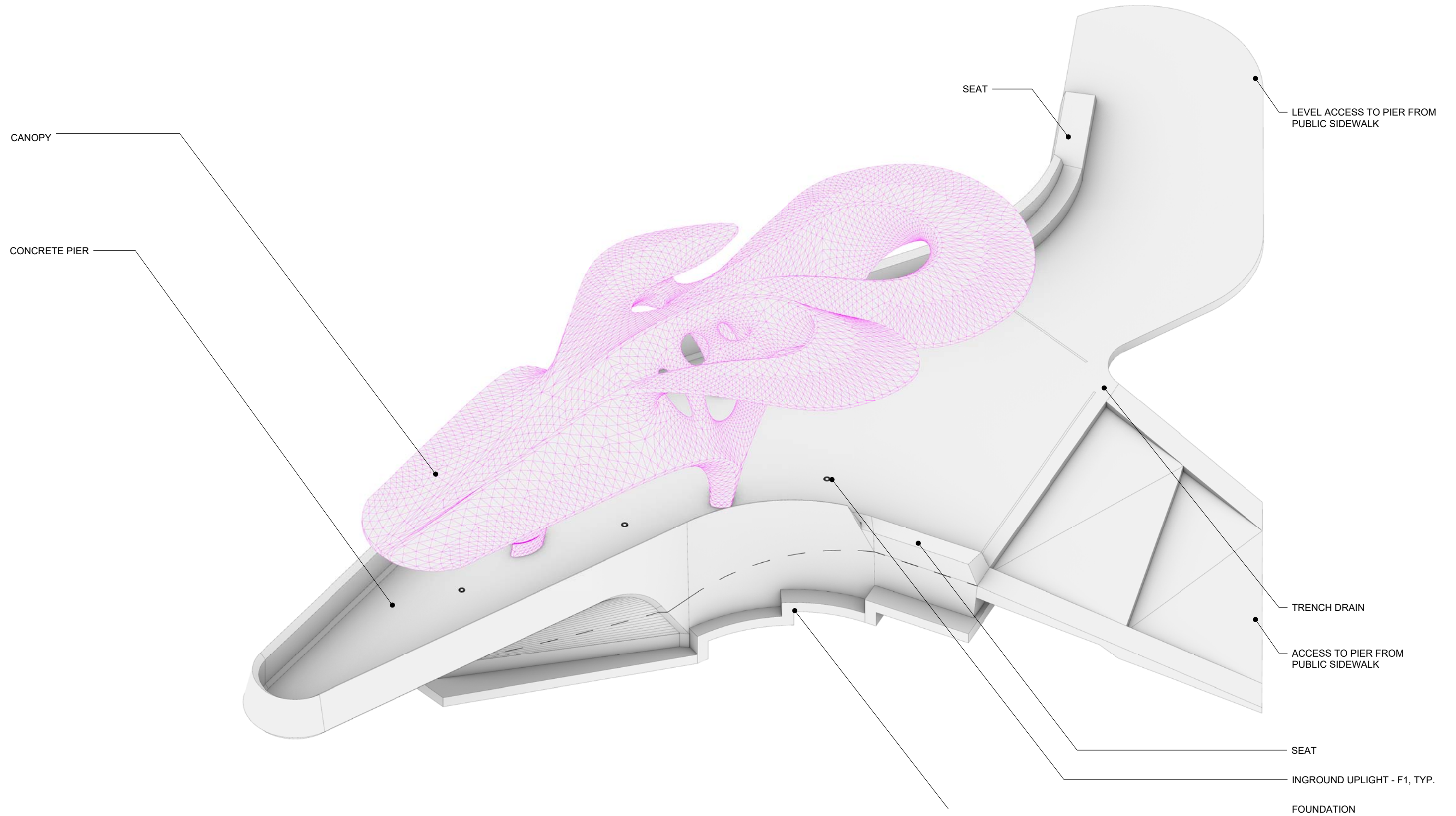




Exhibit B - Renderings & Location Map



A-100	Issue date: 09/22/2020	SCALE: 1/32"=1'	Document: SITE PLAN
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	Cradle of Country Music Park, Knoxville, TN	MARC FORNES ©2019 www.theverymany.com New York	Additional notes: NOT FOR CONSTRUCTION



Issue date: 09/22/2020

A-600

PIER 865

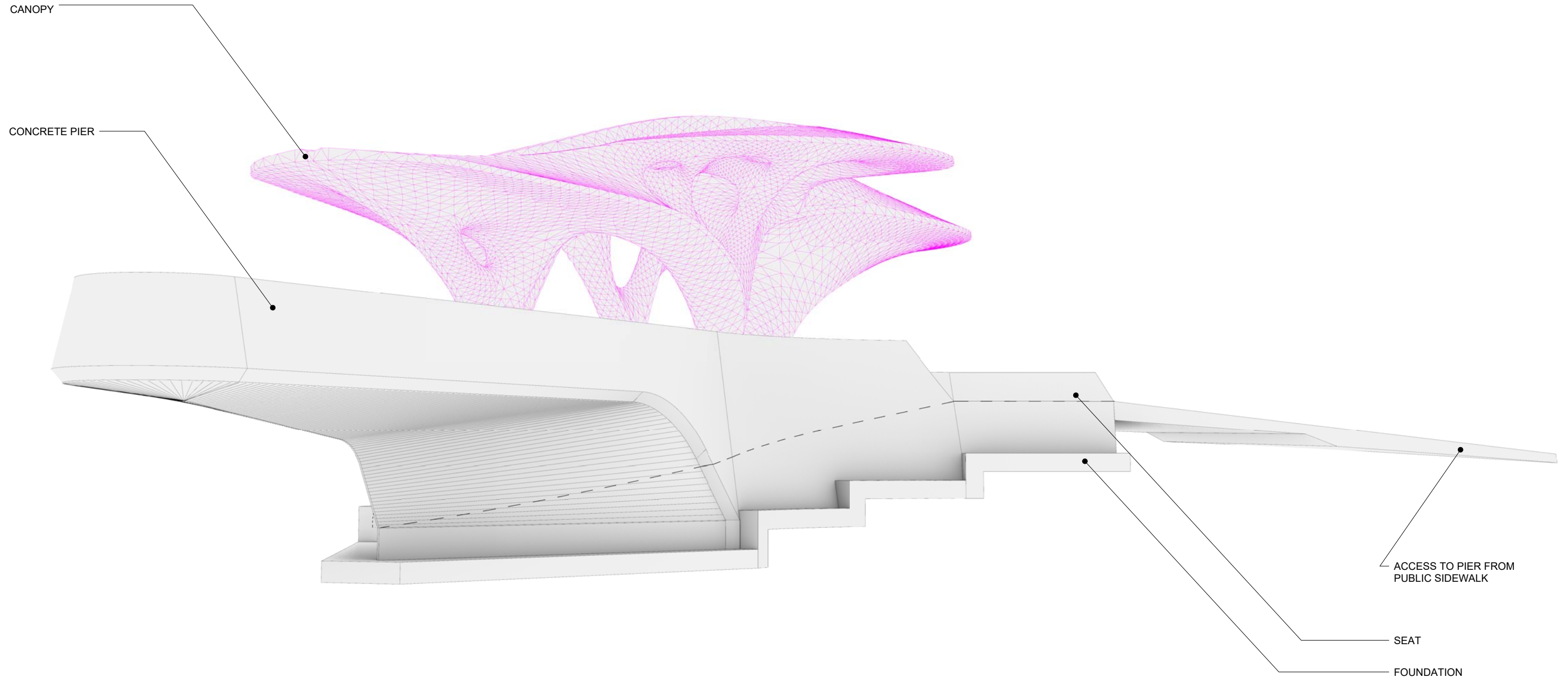
Cradle of Country Music Park, Knoxville, TN

THEVERYMANY, LLC
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 www.theverymany.com
 New York

Document: PERSPECTIVE

Issued for: CONSTRUCTION DOCUMENTS

Additional notes: NOT FOR CONSTRUCTION



Issue date: 09/22/2020

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Cradle of Country Music Park, Knoxville, TN

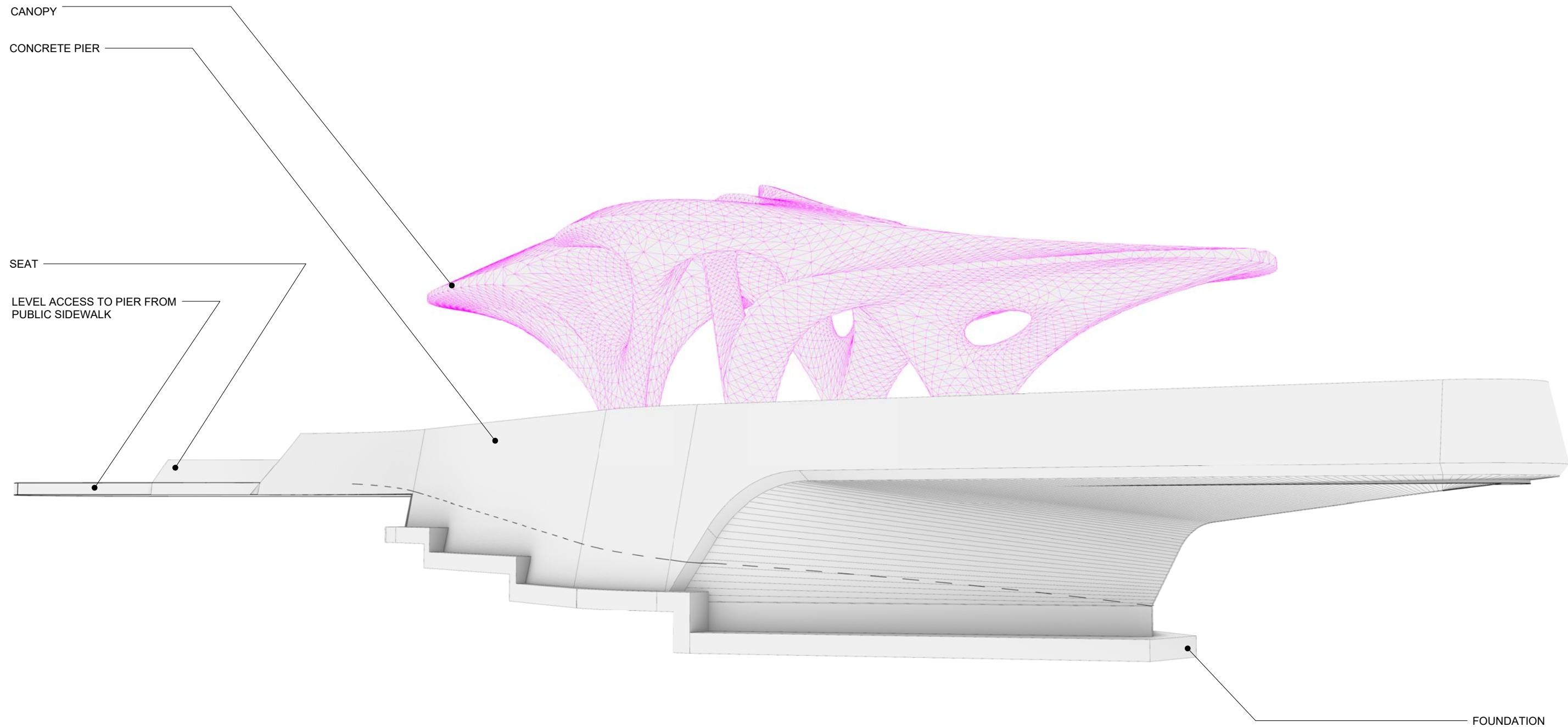
THEVERYMANY, LLC
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New York

Document: PERSPECTIVE

Issued for: CONSTRUCTION DOCUMENTS

Additional notes: NOT FOR CONSTRUCTION

A-601



Issue date: 09/22/2020

A-602

PIER 865

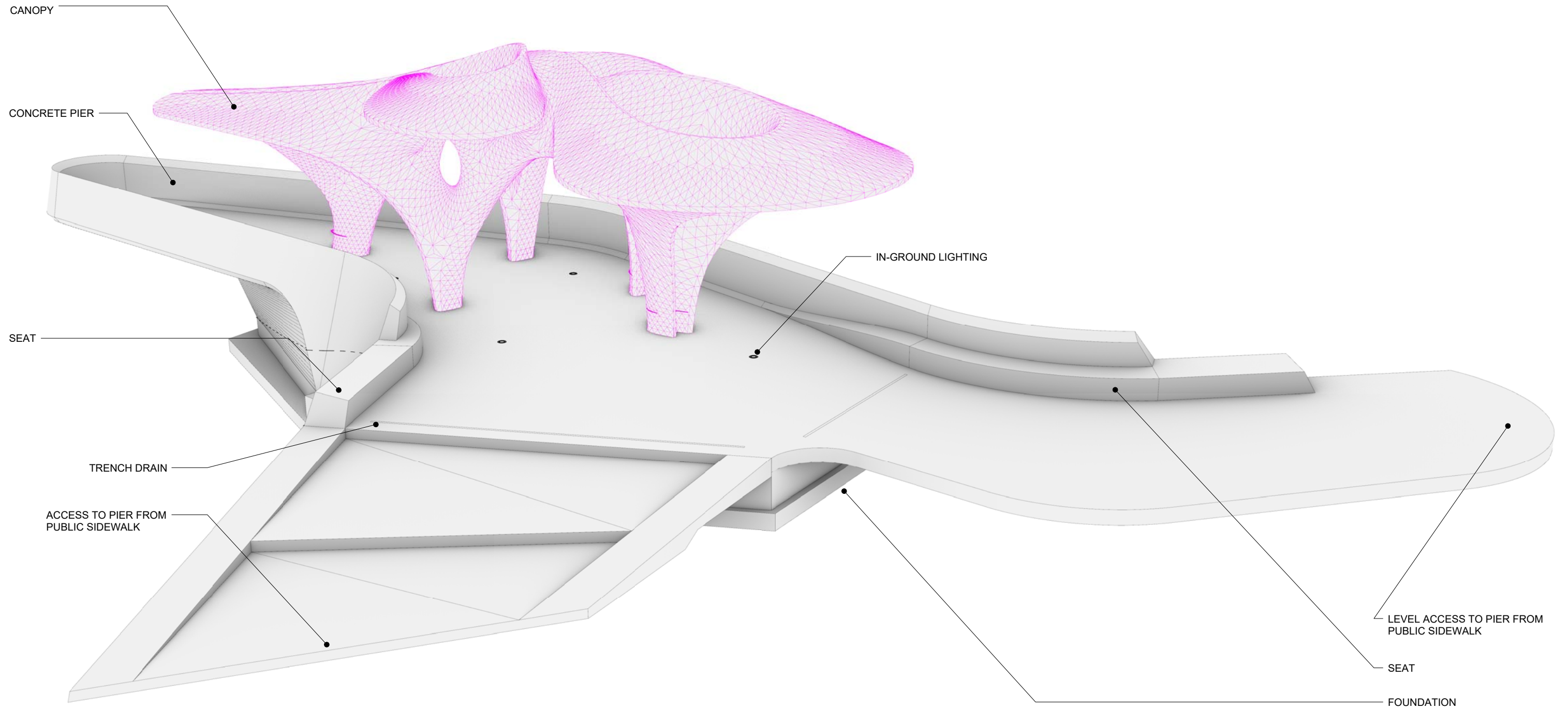
Cradle of Country Music Park, Knoxville, TN

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 New York

Document: PERSPECTIVE

Issued for: CONSTRUCTION DOCUMENTS

Additional notes: NOT FOR CONSTRUCTION



Issue date: 09/22/2020

A-603

PIER 865

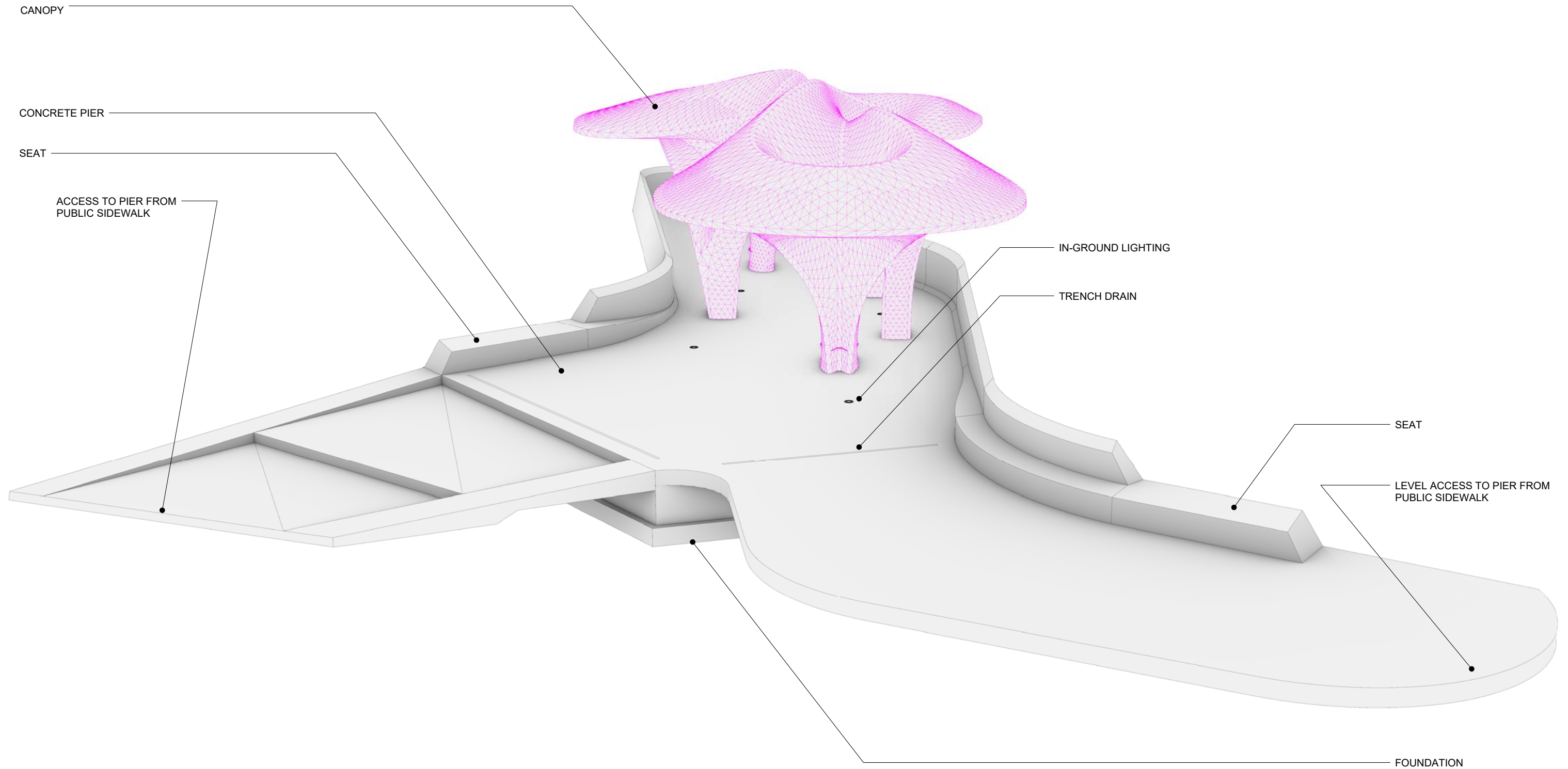
Cradle of Country Music Park, Knoxville, TN

THEVERYMANY, LLC
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 www.theverymany.com
 New York

Document: PERSPECTIVE

Issued for: CONSTRUCTION DOCUMENTS

Additional notes: NOT FOR CONSTRUCTION



A-604	Issue date: 09/22/2020	THEVERYMANY, LLC MARC FORNES ©2019 www.theverymany.com New York	Document: PERSPECTIVE
	PIER 865 Cradle of Country Music Park, Knoxville, TN		Issued for: CONSTRUCTION DOCUMENTS
			Additional notes: NOT FOR CONSTRUCTION