

PROJECT MANAGEMENT SERVICES FOR THE MUSIC CITY CENTER

RFP #104-2019



BEFORE WE BEGIN...

- Please Sign – In
- Why are we here?
- Questions – WRITTEN RESPONSES PREVAIL

AGENDA

- I. Welcome/Introductions
- II. RFP Overview and Highlights
- III. Important Dates
- IV. Submission Requirements
- V. Q & A Session

INTRODUCTIONS

- Jasmine Quattlebaum – Director of Purchasing/DBE
- Mia Lewis – Purchasing/DBE Coordinator
- Charles Starks – President/CEO
- Terry McConnell – Director of Engineering

RFP OVERVIEW AND HIGHLIGHTS

- Any contract resulting from this RFP will be for five (5) years at the sole discretion of the Authority.
- The scope of work includes providing project management services by serving as Owner's Representative on large capital projects for various department on an as needed basis.
- There is no guarantee that there will be a need for project management services during this contract.

RFP OVERVIEW AND HIGHLIGHTS (Continued)

- Administer and coordinate the development of the project in accordance with the project concept and subject to subsequent instructions and approval of the Authority.
- Prepare for approval a budget for the project scope of work as soon as major project requirements have been identified and preliminary pricing established, and immediately notify the MCC of any material changes in the budget.

RFP OVERVIEW AND HIGHLIGHTS (Continued)

- Represent the Authority at meetings and ensure Authority's interest are paramount.
- Assist and review the solicitation documents that will be used for the selection of architects and/or engineers firms for the design, master planning, and/or construction.

RFP OVERVIEW AND HIGHLIGHTS (Continued)

- Coordinate relations with architects and other specialized consultants providing services under other contracts relating to the development of the project.
- Engage and/or hire specialized consultants on behalf of the Authority (if needed and with approval of the President/CEO), to help facilitate the progression of a project.

RFP OVERVIEW AND HIGHLIGHTS (Continued)

- Assist and review the solicitation documents that will be used for the selection contractors and/or subcontractors for the construction of the project.
- Develop, implement, and coordinate a system for the preparation, review, and processing change orders.

RFP OVERVIEW AND HIGHLIGHTS (Continued)

- Provide project accounting and monthly draw requests and coordinate related invoices.
- Maintain a complete set of permanent project files and records.
- Serve as liaison with all project-related issues and ensure that they are addressed, and that each member of the project team is aware of their role in resolving them.

RFP OVERVIEW AND HIGHLIGHTS (Continued)

- Coordinate and review the work and activities of the project's architects, engineers, and contractors, subcontractor, and others employed in the development and construction of the project and obtain "back-up" documentation for all invoices submitted by such person.

DIVERSITY PLAN OVERVIEW

- It is the policy of the Authority to assist minority, women, small, and service-disabled veteran-owned business enterprises wanting to do business with the Authority.
- The Diversity goal for this contract is 25%
- Proposers are encouraged to maximize the usage of minority, women, small, and service-disabled veteran-owned businesses with respect to this scope.

DIVERSITY PLAN OVERVIEW

- Diversity Plan will outline the plan to achieve or exceed a target percentage of minority, woman, small businesses and/or service disabled veteran owned businesses participation.
- Use Strategic approaches and methodologies taken to ensure maximum participation by minority, woman, small, and service disabled veteran owned businesses suppliers.
 - For example:
 - Identify a particular scope of contract that can be fulfilled by minority, woman, small, or service disabled veteran owned businesses.
 - Utilize DBE businesses to provide supplies and materials needed to perform contract

DIVERSITY PLAN OVERVIEW

- Required to submit a monthly diversity report by the 15th of the following month as referenced in the Music City Center DBE program and guidelines.
- This may included monthly reconciliation of payments via cancelled checks.

PROCUREMENT NONDISCRIMINATION PROGRAM PLAN (PNP) OVERVIEW

- ***No proposal or submission shall be considered responsive unless it demonstrates compliance with the PNP.***
 - **DBE Primes are required to complete PNP**
 - **Covenant of Non-Discrimination (Exhibit A)**
 - Must be notarized
 - **Good Faith Effort Statement Form (Exhibit B)**
 - Provide written notice to at least three (3) available certified MWBEs
 - The first three items on this form **must be** initialed
 - **Good Faith Effort Verification Form (Exhibit C)**
 - Must include the individual's or entity's name, business location, and information requested
 - Back-up documentation supporting the outreach (i.e. Copies of email threads).

EVALUATION CRITERIA

- **Tab 2) Qualification of Firm**

Total points available for this criterion are 40 points.

- **Tab 3) Cost Criteria**

Total points available for this criterion are 35 points.

- **Tab 4) Reference Projects**

Total points available for this criterion are 10 points.

- **Tab 5) Diversity Plan**

Total points available for this criterion are 15 points

SUBMISSION REQUIREMENTS

- All submittals must be received by deadline - NO EXCEPTIONS.
- Hand Delivery Option: Administrative Offices
600 Koreans Veterans Blvd
- UPS or FedEx Option: Music City Center House Docks
700 Koreans Veterans Blvd

SUBMISSION REQUIREMENTS

- Read V F. Response Format, Requirements and Evaluation Criteria thoroughly
- Email submissions will not be accepted
- Include required amount of copies and electronic copy (i.e. USB drive)
- Organize tabs in order listed in RFP
- Ensure to include all required Exhibits

SUBMISSION REQUIREMENTS

- Make sure to sign all required documentation required in all proposals:
 - **Covenant of Non-Discrimination (Exhibit A)**

IMPORTANT RFP DATES

RFP Questions and Inquiries Due	May 3, 2019
Responses to Inquiries	May 8, 2019
RFP Submissions Due	May 17, 2019

QUESTIONS?

- **REMINDER:** Questions must be submitted in writing in order to receive an official response.
- Written responses to questions will be issue by RFP amendment and posted to Music City Center website:

<http://www.nashvillemusiccitycenter.com/about/business-opportunities>