

HAMBLEN COUNTY GOVERNMENT
Request for Qualifications – Hamblen County Justice Center Project Manager

REQUEST FOR QUALIFICATIONS

Office of the Hamblen County Mayor
511 West Second North Street
Morristown, TN 37814

RFQ TIMELINE: Times listed below are in Eastern Standard Time.

Date Issued:	Friday, July 10, 2020
RFQ Title:	Hamblen County Justice Center Project Manager (Q2020-07)
RFQ Question Deadline:	Friday, July 17, 2020 @ 2:00p.m. <i>All correspondence and communication must be via email to the designated Hamblen County point of contact listed below. Questions submitted by telephone call will <u>not</u> be answered. Questions submitted after this deadline will <u>not</u> be answered.</i>
RFQ Answer Deadline:	Tuesday, July 21, 2020 @ 4:00p.m.
Qualifications Submissions Deadline Date & Time:	Thursday, July 30, 2020 @ 2:00p.m. <i>If the Hamblen County Courthouse is closed for business at the time scheduled for proposal opening, for whatever reason, proposals will be accepted and opened on the next business day of the County, at the originally scheduled hour.</i>
Submissions Opening Location:	Hamblen County Courthouse, West Wing Conference Room, 1 st Floor, Administrative Building
Presentation/Interviews:	TBA

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INTRODUCTION:

Hamblen County (hereafter referred to as “County”) is soliciting qualifications for a Project Manager on the Hamblen County Justice Center Project. The proposed Justice Center is a three (3)-story building with basement in approximately 196,000 square feet. It will consist of a 600-625-bed jail facility, three (3)-courtrooms, clerk office, community service office, judges office suite, and jail administration. The total project budget is \$60-65 million.

The Project Manager will represent the County while administering services throughout the design, construction and close-out phases of the Justice Center Project. To ensure a successful project, the chosen Project Manager will work with County staff, Project Architect/Engineer of Record, various consultants and construction contractors to safely deliver a quality facility that meets County objectives and design specifications. The Project Manager is responsible for daily observations, monitoring of the construction and documenting progress to the County and A&E firm.

The County’s selection process will rely on evaluations of the submitted qualifications and any subsequent supplemental evaluation processes, such as requests for additional information, as may be undertaken by the County at its sole discretion.

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I. PROJECT OVERVIEW:

The County is currently in the construction drawing phase of the Justice Center Project. The facility will be constructed on county-owned property located on West 3rd North Street in Morristown, TN.

The Project Manager selected is restricted and will NOT be eligible to bid on the actual construction project as a contractor or subcontractor.

Project Design Team:

Moseley Architects located in Charlotte, North Carolina has been contracted for Architectural and Engineering services for this project. The selected Project Manager will coordinate with Moseley Architects for the duration of the project.

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Anticipated Project Schedule:

Projected Project Activity Duration	
Schematic Design Drawings:	Completed
Design Development Phase:	Completed
Commission Approval of Project Concept:	Completed
Construction Drawings Preparation:	May-September 2020
Commission Approval of Construction Drawings:	September 2020
Approval of Project Bid:	October 2020
Award of Construction Contract:	January-February 2021
Current Property Demolition to be Completed:	October 2020

II. SCOPE OF PROJECT MANAGER SERVICES:

The Project Manager will act on behalf of Hamblen County and in its best interests, as supplementary point of review with the Justice Center Project architects, engineers, consultants, contractors, vendors, County staff, etc. in observing progress. The Project Manager will agree to perform the following basic services as listed by phase.

Construction Drawing Phase:

- Develop relationships with Architect/Engineer of Record, County Officials, Design Team and Jail Transition Team
- Become familiar with construction drawings
- Assist in Contractor/Bidder pre-qualification process
- Assist in review of bids received and evaluated by Architect/Engineer of Record
- Assist in review of project construction contracts and schedule prior to acceptance and execution

Review of objectives to be completed at the end of the Construction Drawing phase:

- 1) Review and become intricately knowledgeable of plans/drawings
- 2) Input in bidder prequalification process
- 4) Construction document review
- 5) Bidder and bid evaluation comments
- 6) Contract budget and schedule evaluation

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Project Construction Phase:

- Project oversight and communication to the County, Jail Transition Team, Architect/Engineer and Contractor in matters pertaining to the project
- Review the progress schedule, schedule of shop drawing and sample submittals, schedule of values, and other schedules prepared by contractor and consult with Architect/Engineer of Record concerning acceptability of such schedules
- Attend meetings with Contractor, such as preconstruction conferences, progress meetings, job conferences, and other project-related meetings (not including Contractor’s safety meetings) and include meeting minutes in project reporting
- On-site field observation of construction progress, compliance and project safety on a regular basis from start through construction to final inspection, estimated at three (3) to five (5) days per week as project schedule requires including but not limited to:
 - Field observation of construction and adherence with project documents
 - Field observation of site health and safety conditions during construction
 - Field observation of materials stored on-site, prior to installation
 - Field observation of specialty construction and/or material installations
 - Field observation of scheduled project inspections and, if required, reinspections
- Review of contractor requests for information (RFI’s) reviewed on behalf of the County for information purposes and on-site compliance verification
- Review of submittals and shop drawings on behalf of the County for information purposes and on-site compliance verification
- Review project change proposals on behalf of the County for information purposes and on-site compliance verification
- Report and advise to the Architect/Engineer of Record any part of the work believed to be defective under the terms and standards set forth in the construction contract documents, and provide recommendations as to whether such work should be corrected, removed and replaced or accepted as provided in the construction contract documents
- Consult with Architect/Engineer in advance of scheduled inspections, tests and systems start-ups
 - Verify that tests, equipment, and systems start-ups and operation and maintenance training are conducted in the presence of appropriate County personnel and that the contractor maintains adequate records thereof
 - Observe, record, and report to the Architect/Engineer appropriate details relative to the test procedures and systems start-ups
 - Observe whether contractor has arranged for inspections required by laws and regulations, including but not limited to those to be performed by public or other agencies having jurisdiction over the work
 - Accompany visiting inspectors representing the public or other agencies having jurisdiction over the work, record the results of these inspections and report to the Architect/Engineer of Record

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- Provide documentation of site observations on a regular interval including but not limited to:
 - Summary document of work performed during observation period, including construction progress, notation of weather delays, materials installation and inspections
 - Photographs of work performed during observation period
 - Observation summaries and photographs compiled into a weekly report
 - Weekly reports and meeting minutes compiled into a monthly report
- Review of contractor monthly pay application on behalf of the County, and, if requested, recommendations to the Architect/Engineer of Record, noting particularly the relationship of the payment requested to the schedule of values, work completed, and materials and equipment delivered at the site but not incorporated in the work. Application approval shall be made by the Architect/Engineer of Record
- Verify the materials and equipment certificates, operation and maintenance manuals and other data required by the contract documents to be assembled and furnished by the contractor are applicable to the items actually installed and in accordance with the contract documents and have these documents delivered to the Architect/Engineer of Record for review and forwarding to the County prior to payment for that part of the work
- Assistance in coordination of any County furnished/County installed items such as the following examples of the furniture, kitchen equipment, laundry equipment, computer equipment, filing systems, etc.
- Participate in the Architect/Engineer of Record’s visits to the site regarding substantial completion, assist in the determination of substantial completion and prior to the issuance of a certificate of substantial completion submit a punch list of observed items requiring completion or correction
 - Participate in the Architect/Engineer of Record’s visit to the site in the company of County personnel and contractor, to determine completion of the work, and prepare a final punch list of items to be completed or corrected by the contractor
 - Observe whether all items on the final punch list have been completed or corrected and make recommendations to the Architect/Engineer of Record concerning acceptance and issuance of the Notice of Acceptability of Work

Review of objectives to be completed at the end of the Construction phase:

- 1) Construction meeting notes and team contact information
- 2) Issue monthly summary delivered within five (5) business days of the end of the month, compiling observation summaries, site observation photographs, inspection meeting notes and reports, RFI’s, change order proposals and meeting minutes

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Project Warranty Phase:

- Coordinate reporting and working through the resolution of remaining project deficiencies post-occupancy
- Act as County Representative for post-occupancy coordination of reporting and working through construction and/or material warranty claims, within (1st) year of occupancy and tracked until resolution

Review of objectives to be completed at the end of the Warranty phase:

- 1) Final resolution of outstanding construction deficiencies through one (1) year warranty period
- 2) Warranty claims communicated and tracked until resolution through one (1) year warranty period

Additional Services:

Services provided in addition to the basic services listed in this document such as any unforeseen complications or requests for additional work that may require additional fees. No work shall be performed beyond the services noted without an expressed written amendment to this agreement. Fees for additional services shall be quoted in advance of the work being performed.

III. LIMITATIONS OF AUTHORITY OF COUNTY PROJECT MANAGER:

The Project Manager shall NOT:

- Authorize any deviation from the construction contract documents or substitution of materials or equipment (including “or-equal” items)
- Undertake any of the responsibilities of the architect, engineer, contractor, subcontractors, suppliers or any constructor
- Advise on, issue directions relative to, or assume control over any aspect of the means, methods, techniques, sequences or procedures of the work, by the contractor or any other constructor
- Advise on, issue directions regarding, or assume control over security or safety practices, precautions, and programs in connection with the activities or operations of the County or contractor
- Perform any laboratory tests or inspections requiring specialized equipment or training
- Review shop drawing or sample submittals submitted by the contractor and reviewed for compliance or substitution
- Represent the County or the Architect/Engineer of Record at public or governmental meetings
- Authorize the County to occupy the project in whole or in part

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IV. GENERAL INFORMATION FOR PROJECT MANAGER:

Project Administrator:

The County Finance Department is the sole point of contact for this procurement. All communication between prospective proposers and the County upon receipt of this RFQ shall be in email form to the County Finance Department as follows:

Johnna Harrell
511 West Second North Street
Morristown, TN 37814
Telephone: 423-586-1931
Email: Johnna.harrell@co.hamblen.tn.us

Any other communication will be considered unofficial and non-binding on the County. Communication directed to parties other than the County Finance Department may result in disqualification of the prospective proposer.

RFQ Questions and Answers:

Questions regarding this RFQ will be accepted via email to the Project Administrator until 2:00p.m. Friday, July 17, 2020. Questions submitted by telephone call will not be answered. Questions submitted after this deadline will not be answered.

Questions *and* Answers will be posted to the Hamblen County Government website, www.hamblencountyttn.gov, under the Bids & Proposals Tab no later than 4:00p.m., Tuesday, July 21, 2020.

Proprietary Information and Public Disclosure:

Materials submitted in response to this competitive procurement shall become the property of Hamblen County. All qualifications submitted shall remain sealed until the deadline for submission of qualifications has expired. Once a qualification packet is submitted to Hamblen County Government and is opened, it constitutes a public record and is subject to the open records request pursuant to the Tennessee Open Records Act.

Cost of Qualifications Submission:

The County will not be liable for any costs incurred by any respondent in preparation of a response to this RFQ, in conducting of a presentation, or any other activities related to responding to this RFQ.

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Revisions to the RFQ:

In the event it becomes necessary to revise any part of this RFQ, addenda will be produced in writing and submitted to all prospective respondents known to the County and will be listed on the Hamblen County website, www.hamblencountytn.gov, under the Bids and Proposals Tab.

The County reserves the right to cancel or to reissue the RFQ in whole or in part prior to the execution of a contract.

Period of Performance:

The period of performance of any contract resulting from this RFQ is tentatively scheduled to begin upon award of a contract.

Subcontract Terms:

The successful respondent will not subcontract any portion of their duties under this RFQ or subsequent contract without the prior written consent of the County.

Contract Terms:

All items in this RFQ must be included with the submission of qualifications. All contracts between parties as a result of this RFQ shall be governed by and enforced in accordance with the laws of the State of Tennessee. In the event a dispute arises, the venue shall be in Hamblen County, Tennessee. The County shall require the person with authority to bind the company to sign all agreement(s) with the County.

Contract Termination:

The County reserves the right to cancel the contract at any time for breach of contractual obligations without penalty or recourse by giving the Project Manager a written notice of such termination of at least thirty (30) calendar days prior to said cancellation. Prior to issuing such a notice, the County will, if appropriate, provide the Project Manager with an opportunity to cure the breach within a reasonable period of time. Should the County exercise its right to terminate the contract for such reasons, the termination shall become effective on the date as specified in the notice of termination sent to the Project Manager. The Project Manager shall be entitled to receive just and equitable compensation for the work provided pursuant to the contract prior to the effective date of cancellation.

No Obligation Contract:

The County reserves the right to accept or reject any or all submissions at its sole discretion without penalty and to not issue a contract as a result of this RFQ. The County also has the right to waive any formal defects in submissions when deemed in the best interest of the County. Further, the County reserves the right to negotiate with any respondent concerning matters which the County determines require clarification or changes not in conformity with the specific requirements set forth herein.

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Right To Withdraw:

Respondents have the right to request withdrawal of their qualification submissions from consideration due to error by giving notice at any time before and not later than two (2) days after submissions are publicly opened.

Commitment of Funds:

The Hamblen County Legislative Body are the only individuals who may legally commit the County to the expenditures of funds for a contract resulting from this RFQ. No cost chargeable to the proposed contract may be incurred before receipt of a fully executed contract. Obligations on contracts that envision extended funding through successive fiscal periods shall be contingent upon actual appropriations for the following years.

Invoice Requirements:

The Project Manager will submit invoices to the County Finance Department based on the timeline outlined in the contract. The invoices will include a detailed account of the following:

1. A description of the work performed;
2. The date(s) the work was performed; and
3. If applicable, an itemized list, including receipts, of all reimbursable expenses as outlined in the contract.

V. SUBMISSION REQUIREMENTS:

Respondents are required to submit one (1) complete packet of their qualifications either electronically or in a sealed envelope based on the instructions below. Qualification packets, whether mailed, hand-delivered, or electronically submitted must arrive no later than 2:00p.m. Eastern Standard Time on Thursday, July 30, 2020.

Instructions for Submitting Qualification Packets Electronically:

Electronic submissions should be sent to Johnna.harrell@co.hamblen.tn.us via WeTransfer.com, an internet-based computer file transfer service. The message line of the WeTransfer page should state: **HAMBLLEN COUNTY JUSTICE CENTER PROJECT MANAGER RFQ, JULY 30, 2020 @ 2:00P.M.**

Instructions for Submitting Hard Copies of Qualification Packets:

Envelopes **must** arrive **sealed** and clearly **marked** with **HAMBLLEN COUNTY JUSTICE CENTER PROJECT MANAGER RFQ, JULY 30, 2020 @ 2:00P.M.** on the outside of the envelope to the Hamblen County Mayor's Office, 511 West Second North Street, Morristown, TN 37814, Attention: Johnna Harrell.

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Respondents assume the risk for the method of delivery chosen. The County assumes no responsibility for delays caused by any delivery service whether in-person or electronically. Late proposals will not be accepted.

Proposal Content:

All items listed below must be included in your submission.

1. Statement of Qualifications Form (attached)
2. Anti-Collusion Statement (attached)
3. Certificate of Compliance with Iran Divestment Act (attached)

Statement of Qualifications Form

The respondent must complete the statement of qualifications on pages 13-15 of this document. This includes contact information, education, experience, three (3) references and answering the questions listed. If the respondent would like to list more than three (3) references for previous projects, those can be listed on a separate sheet and submitted with this document.

Insurance Requirements:

- a. Certificates of Insurance

Upon award of this project, the Project Manager **must** provide to Hamblen County Government certificates of the insurance requirements listed below before management duties commence. Policies shall be endorsed to provide Hamblen County Government at least thirty (30) days written notice of reduction, cancellation or intent not to renew coverages as listed. If insurance is canceled, reduced, non-renewed or otherwise is not in effect to the minimum required coverage, the Project Manager **must** cease work on this project.

- b. Liability Coverages

1. The Project Manager shall furnish at their own expense and keep in full force during the terms of this contract the following coverages which shall list Hamblen County Government as an additional insured:
 - General liability insurance covering bodily injury and property damage in the minimum sum of \$1,000,000 for each occurrence, \$2,000,000 aggregate and products/completed operations in the minimum sum of \$1,000,000 for each occurrence, \$2,000,000 aggregate.
 - Professional liability insurance in the minimum sum of \$2,000,000 limit per occurrence.
 - Automobile liability insurance in the minimum of \$1,000,000 combined single limit for bodily injury and property damage.
 - Umbrella liability insurance in the minimum sum of \$3,000,000 for each occurrence.

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2. Worker’s Compensation Compliance

The Project Manager shall also comply with all requirements of the Workers’ Compensation Law and shall at their own expense, maintain such insurance, including waiver of subrogation in favor of Hamblen County and employer’s liability, as will protect the Project Manager from claims under said law and from any other claims for personal injuries, including death which may arise from the operations under the contract, whether operations be by anyone directly or indirectly employed by the Project Manager.

Anti-Collusion Statement:

The respondent certifies by signing the anti-collusion statement on page 16 of this RFQ that this proposal is made without prior understanding, agreement, or accord with any other person submitting qualifications for the same service and that this submission is in all respects bona fide, fair and not the result of any act of fraud or collusion with another person engaged in the same line of business or commerce.

Iran Divestment Act:

The respondent must certify on page 17 of this RFQ that neither they nor any of their successors, parent companies, subsidiaries or companies under common ownership or control certifies, under penalty of perjury, that to the best of their knowledge and belief that they are not on the list created pursuant to Tennessee Code Annotated § 12-12-106.

Signatures:

The Statement of Qualifications Form, Anti-Collusion Statement, Certification of Compliance with the Iran Divestment Act, and all RFQ Amendments must be signed and dated by a person authorized to legally bind the respondent to a contractual relationship.

Presentation/Interviews:

The County, upon review of the received qualification submissions, shall request and schedule respondents to make a presentation so as to obtain additional information and/or clarification of the submission.

The Justice Center Project Committee will arrange structured oral presentations for each submission. The oral presentation will consist of:

- Provide a brief description of experience and qualifications
- Answer oral questions that may arise during the presentation

Presentations will be scheduled in 45-minute blocks. Presenters will be allowed 15 minutes to discuss their qualifications followed by a 20-minute Q&A session with the Justice Center Project Committee. The date, time and room location is to be announced.

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VI. EVALUATION OF QUALIFICATIONS:

This document is a Request for Qualifications. It differs from a Request for Bid or Proposal in that the County is seeking the most qualified respondent. Proposals will be evaluated in accordance with the requirements stated in this solicitation and any addenda issued. The highest score will be determined to be the most qualified and contract negotiations will begin at that point. In the event that a contract cannot be negotiated with the first most qualified respondent, the County reserves the right to negotiate with the next qualified respondent until a contract can be reached.

Evaluation Criteria:

Evaluation Criteria	Maximum Points to be Earned
Professional Construction Experience:	40
Architectural Experience:	5
Jail/Justice Center-Specific Experience:	5
Availability for Project Oversight:	20
Overall Comments from References:	10
Presentations/Interviews	20
Total Points Available:	100

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VII. FORMS:

a) STATEMENT OF QUALIFICATIONS

Information of company or individual with whom the contract would be written	
Legal Name:	
Address:	
Phone:	
Email Address:	
Education:	
Experience:	

List a minimum of three (3) completed projects that demonstrate your experience with construction and/or construction management on large scale projects.

Completed Project #1	
Name of Project:	
Year Completed:	
Size of Project:	
Project Owner Contact Information:	
Project Architect Contact Information	
Was Project Completed On Time:	
Was Project Completed On, Over or Under Budget:	

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STATEMENT OF QUALIFICATIONS continued...

Completed Project #2	
Name of Project:	
Year Completed:	
Size of Project:	
Project Owner Contact Information:	
Project Architect Contact Information	
Was Project Completed On Time:	
Was Project Completed On, Over or Under Budget:	

Completed Project #3	
Name of Project:	
Year Completed:	
Size of Project:	
Project Owner Contact Information:	
Project Architect Contact Information	
Was Project Completed On Time:	
Was Project Completed On, Over or Under Budget:	

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STATEMENT OF QUALIFICATIONS continued...

Please answer the following questions.

1) How many large scale projects have you been involved with in total?
2) How many were jail/justice centers?
3) Do you have any architectural experience? If so, please give a brief explanation.
4) Do you have staff that can act on your behalf to manage this project if needed? If so, briefly explain their qualifications.
5) Do you have examples of how you saved money on projects in the past?
6) What do you feel are your strengths?
7) Where do you think you could improve?
8) Why are you the best choice for our project?

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b) ANTI-COLLUSION STATEMENT

By signing this form the respondent agrees that he/she has not divulged to, discussed, or compared his/her submission with other respondents and has not colluded with any other respondent whatsoever. Note: no premiums, rebates or gratuities to any employee or agent are permitted with, prior to, or after any delivery of service. Any such violation will result in any contract related to this RFQ being null and void and could constitute a felony and result in a fine, imprisonment and civil damages.

The undersigned certifies that he/she has read, understands, and agrees to all terms, conditions, and requirements of this RFQ, and is authorized to enter into a contract with Hamblen County Government. This form must be signed personally by the respondent or the respondent's authorized agent. All signatures must be original and not photocopies.

Signature

Title

Printed Name

Date

By signing this form, the respondent signifies understanding and agreement with Hamblen County Government's Terms and Conditions.

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c) CERTIFICATION OF COMPLIANCE WITH IRAN DIVESTMENT ACT
Tenn. Code Ann. § 12-12-101 et seq.

Comes _____, for and on behalf of
(Printed name of Principal Officer of Company)

_____, (the “Company”) and, after being duly
authorized by the Company so to do, makes oath that:

By submission of these qualifications, each respondent certifies, and in the case of a joint
submission each party certifies, under penalty of perjury, that to the best of their knowledge
and belief that each respondent is not on the list created pursuant to the Iran Divestment Act,
Tenn. Code Ann. § 12-12-106.

Signature

Title

Date

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VIII. RFQ SUBMISSION CHECKLIST

- Submission Packet is labeled on the outside of the envelope or in the subject line, if electronically delivered, ‘Hamblen County Justice Center Project Manager – July 30, 2020 @ 2p.m.’ as instructed on page 9 Section V of this document.
- Complete ORIGINAL signed and initialed RFQ packet
- Statement of Qualifications Form completed (pages 13-15 Section VII a. of this document)
- Anti-Collusion Statement Signed (page 16 Section VII b. of this document)
- Certification of Compliance with Iran Divestment Act completed and signed (page 17 Section VII c. of this document)