

HAMBLEN COUNTY GOVERNMENT
Request for Qualifications – Special Inspections and Materials Testing
for Hamblen County Justice Center
(2021-07)

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, March 26, 2021
RFQ Title:	Special Inspections and Materials Testing for Hamblen County Justice Center (2021-07)
RFQ Question Deadline:	Wednesday, March 31, 2021 @ 2:00p.m. <i>All correspondence and communication must be via email to the designated Hamblen County project administrator listed on page 5. 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:	Friday, April 2, 2021 @ 4:00p.m.
RFQ Submission Deadline Date & Time:	Wednesday, April 7, 2021 @ 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>
RFQ Submission Opening Location:	Hamblen County Courthouse, West Wing Conference Room, 1 st Floor, Administrative Building

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INTRODUCTION:

Hamblen County (hereafter referred to as “County”) is soliciting proposals for Special Inspections and Materials Testing for the Hamblen County Justice Center project as detailed in this RFQ.

The County’s selection process will be based on qualifications and experience with similar projects as well as any subsequent supplemental evaluation process deemed necessary by the Justice Center Committee.

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I. PROJECT OVERVIEW:

The County is currently in the process of bidding the construction phase of the Justice Center Project. The 199,000 square feet, 3-story facility will be constructed on county-owned property located on 440 North Jackson Street in Morristown, TN. 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 grading and construction is expected to begin in May 2021 with construction duration of approximately 24 months.

Project Team:

Moseley Architects located in Charlotte, North Carolina has been contracted for Architectural and Engineering services for this project, with McGill Associates located in Knoxville, TN listed as the Civil Engineer. BurWil Construction Company located in Knoxville, Tennessee has been contracted for Project Management Services, representing the County.

Construction Documents:

Construction Documents and Project Manual can be accessed by registering at www.MoseleyArchitects.com for a key access code. After receiving the access code, go to the bidding tab, then select Hamblen County Justice Center 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:	Completed
Commission Approval of Construction Drawings:	Completed
Authorization to Bid the Project:	Completed
Award of Construction Contract:	April 2021
Grading and Construction to Begin	May 2021
Anticipated Substantial Completion	May 2024

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II. SCOPE OF QUALIFICATIONS:

- Your Statement of Qualifications for Special Inspections and Materials Testing should show your ability to provide the required services set forth in Chapter 17 of the 2018 International Building Code (IBC) and the schedule of Special Inspections listed in the Construction Documents for this project, Sheet S0.0.2. Instructions to view these documents are listed on page 2, Section I Construction Documents. The following, as a minimum, should be addressed in your Statement of Qualifications:
 - Company Information
 - Company legal name, address and phone number
 - Primary Point-of-Contact name, email address and phone number
 - Personnel
 - Provide the names and resumes of the Registered Engineers in the firm you will assign to the project.
 - Provide the names and resumes of the technicians you will assign to this project. Their resumes shall include the following.
 1. Years of Experience
 2. Projects they have personally been involved with which are similar in type, size and complexity to this project
 3. Special Training and Certifications of the individuals that relate directly to the recommendations of Chapter 17 of the 2018 IBC
 - Describe your project management approach and responsibilities of individuals involved in the special inspection process.
 - Describe your procedures for how deficiencies will be brought to the attention of the Architect of Record’s Project Manager, the Contractor and the Owner’s Representative.
 - Provide documentation that the firm holds all required licenses, certifications, and registrations authorized to operate in Tennessee.
 - Provide documentation the firm meets “ASTM E329 – Standard Specification for Agencies Engaged in Construction Inspection, Testing, or Special Inspection”.

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III. SCOPE OF REQUIRED SERVICES:

- Special Inspections
 - Include Scope of Work as outlined in Chapter 17 of the 2018 International Building Code (IBC) and the schedule of Special Inspections listed in the Construction Documents for this project, Sheet S0.0.2. Instructions to view these documents are listed on page 2, Section I Construction Documents
- Reporting
 - Special Inspectors shall furnish inspection reports to the Architect of Record, Contractor, Owner’s Representative and others as deemed necessary in accordance with IBC Section 1704.2.4
 - The reports shall indicate in detail the work inspected and whether the work was performed in accordance with the approved construction documents
 - Discrepancies and/or non-compliant work shall be immediately brought to the attention of the Contractor/Project Superintendent for correction with concurrent notification to the Architect of Record and the Owner’s Representative
 - Reports shall be prepared daily and weekly summaries shall be submitted to the project distribution list electronically

IV. GENERAL INFORMATION:

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.

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RFQ Questions and Answers:

Questions regarding this RFQ will be accepted via email to the Project Administrator until 2:00p.m. Wednesday, March 31, 2021. 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. Friday, April 2, 2021.

Proprietary Information and Public Disclosure:

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

Cost of Proposal 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.

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.hamblencountyttn.gov, under the Bids and Proposals Tab.

The County reserves the right to cancel or to reissue this 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.

Contract Terms:

All items in this RFQ must be included with the proposal submission. 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.

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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 successful firm 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 successful firm 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 successful firm. The successful firm 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:

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.

Right To Withdraw:

Respondents have the right to request withdrawal of their 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 and/or purchase orders that envision extended funding through successive fiscal periods shall be contingent upon actual appropriations for the following years.

Invoice Requirements:

The successful firm will submit invoices to the County Finance Department. Each invoice will include a detailed account of the following:

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

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V. **SUBMISSION REQUIREMENTS:**

Respondents are required to submit one (1) complete packet either electronically or in a sealed envelope based on the instructions below. Qualifications, whether mailed, hand-delivered, or electronically submitted must arrive no later than 2:00p.m. Eastern Standard Time on Wednesday, April 7, 2021.

Instructions for Submitting Proposals 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 must state: **SPECIAL INSPECTIONS & MATERIALS TESTING for the HAMBLLEN COUNTY JUSTICE CENTER RFQ#2021-07, APRIL 7, 2021 @ 2:00P.M.** Please note: Qualifications should be submitted no earlier than April 1, 2021 as the documents are only available for download for seven (7) days and we cannot access them for any reason prior to Wednesday, April 7 2021 @ 2:00p.m.

Instructions for Submitting Hard Copies of Proposals:

Envelopes **must** arrive **sealed** and clearly **marked** with **SPECIAL INSTRUCTIONS & MATERIALS TESTING for the HAMBLLEN COUNTY JUSTICE CENTER RFQ#2021-07, APRIL 7, 2021 @ 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.

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
2. Copy of W-9
3. Anti-Collusion Statement (attached)
4. Certificate of Compliance with Iran Divestment Act (attached)

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Statement of Qualifications:

The respondent must submit a Statement of Qualifications with, at a minimum, the information listed on page 4, Section II of this document. (maximum of 5 pages allowed).

Insurance Requirements:

a. Certificates of Insurance

Upon award of this project, the successful firm **must** provide to Hamblen County Government certificates of the insurance requirements listed below before 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 successful firm **must** cease work on this project.

The successful firm is responsible for ensuring coverage meets the requirements for operations under the contract, whether operations be by anyone directly or indirectly employed by the successful firm.

b. Liability Coverages

1. The successful firm 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 and Burwil Construction as an additional insured:

- General liability insurance, including premises, operations and completed operations, 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 (Errors & Omissions) liability insurance in the minimum sum of \$2,000,000 limit per occurrence.
- Automobile liability insurance for owned, non-owned and hired vehicles, 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 successful firm shall also comply with all requirements of the Worker’s Compensation Law and shall at their own expense, maintain such insurance, including waiver of subrogation in favor of Hamblen County and employer’s liability in the minimum sum of \$500,000 each occurrence for bodily injury/\$500,000 each occurrence for bodily injury by disease/\$500,000 aggregate for bodily injury by disease.

Anti-Collusion Statement:

The respondent certifies by signing the anti-collusion statement on page 11 of this RFQ that this submission 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 12 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, 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.

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VI. FORMS:

a) 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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b) 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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VII. RFQ SUBMISSION CHECKLIST:

- Submission is labeled on the outside of the envelope or in the subject line, if electronically submitted, 'Special Inspections & Materials Testing for the Hamblen County Justice Center RFQ#2021-07, April 7, 2021 @ 2:00p.m.' as instructed on page 8 Section V of this document
- Complete ORIGINAL signed and initialed RFQ packet
- Statement of Qualifications as outlined on page 4, Section II of this documents (maximum 5 pages allowed)
- Copy of W-9
- Anti-Collusion Statement Signed (page 11 Section VI.a. of this document)
- Certification of Compliance with Iran Divestment Act completed and signed (page 12 Section VI.b. of this document)