

HAMBLEN COUNTY GOVERNMENT
Request for Qualifications – Architectural Services for Hamblen County Government (2022-03Q)

REQUEST FOR QUALIFICATIONS

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

RFQ TIMELINE: Times listed below are in local time.

Date Issued:	Sunday, July 10, 2022
RFQ Title:	Architectural Services for Hamblen County Government (2022-03Q)
RFQ Question Deadline:	Tuesday, July 19, 2022 @ 2:00p.m. <i>All correspondence and communication must be via email to the designated Hamblen County project administrator listed on page 4. 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:	Thursday, July 21, 2022 @ 4:00p.m.
RFQ Submission Deadline Date & Time:	Friday, July 29, 2022 @ 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 Government (hereafter referred to as “County”) is requesting qualifications from licensed architectural and/or engineering firms with experience and expertise to provide specified professional services as listed in this document.

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. Submissions will be evaluated in accordance with the requirements stated in this solicitation and any addenda issued. The County, upon review of the received submissions, *may* request and schedule respondents to make a presentation so as to obtain additional information and/or clarification of their submission. Once the review process is finished, the company with 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 top ranked respondent, the County reserves the right to negotiate with the next qualified respondent and so forth until a contract can be secured.

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- VII. Statement of Qualifications
- VIII. Forms:
 - a. Exceptions Form
 - b. Anti-Collusion Statement
 - c. Certificate of Compliance Iran Divestment Act
- IX. RFQ Submission Checklist

I. PROJECT OVERVIEW:

The County will be constructing a new health department and installing a prefabricated building for the maintenance department.

The current Hamblen County health department was constructed in 1996 and serves a population of more than 64,000.

II. SCOPE OF SERVICES – Project 1 - Hamblen County Health Department:

The scope of services for the health department will be completed in two (2) phases.

Phase One – Functional and Space Program Development

- The planning/design firm will use data collected from Health Department staff and input from various County leaders to begin pre-architectural program development, functional and space programming. This phase should produce a document that summarizes the functions that will take place in the building, where the functions will take place, the amount of space needed for operations and parking and an estimated budget to build and equip the space estimated to meet the County’s need for the next 25-30 years.

Phase Two – Design, Bid and Construction Oversight

- Once a site is selected, phase two of the project will involve the planning/design firm to prepare schematic design documents for the county to approve followed by construction drawings from which the project will be bid. The planning/design firm will coordinate the bidding of the project and assist the County in overseeing the construction of the facility.

III. SCOPE OF SERVICES – Project 2 - Prefabricated Maintenance Building:

- The planning/design firm will prepare a complete stamped set of building, mechanical, electrical and plumbing plans for a 28 x 40 x 12 fully enclosed prefabricated building on a concrete foundation.
- Plans should include all underground utilities, in slab, in walls and finished details for each trade.
- County will bid the project.

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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.

RFQ Questions and Answers:

Questions regarding this RFQ will be accepted via email to the Project Administrator until 2:00p.m. Tuesday, July 19, 2022. Questions submitted by telephone call will not be answered. Questions submitted after this deadline will not be answered.

Questions *and* Answers will be produced in writing and submitted to all prospective respondents known to the County and will be listed on the Hamblen County Government website, www.hamblencountytn.gov, under the Bids & Proposals Tab no later than 4:00p.m. Thursday, July 21, 2022.

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.

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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.hamblencountyttn.gov, under the Bids and Proposals Tab. All addenda issued are required to be signed and submitted with the proposal. Failure to submit signed addenda will result in the proposal being deemed nonresponsive and may be disqualified from review.

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 once the firm selection has been approved by the Hamblen County Legislative Body and will remain effective until both projects are complete.

Contract Terms:

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 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.

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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 that envision extended funding through successive fiscal periods shall be contingent upon actual appropriations for the following years.

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. local time on Friday, July 29, 2022. **The forms in this packet must be completed.**...if additional pages are needed the section number should be listed at the top of the page(s). You may include an appendix at the end of your submission of no more than twenty (20) additional pages of information you wish to add for the County's review. This would be information not requested in the Statement of Qualifications.

Instructions for Submitting Qualifications 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: **ARCHITECTURAL SERVICES FOR HAMBLEN COUNTY GOVERNMENT RFQ#2022-03Q, JULY 29, 2022 @ 2:00P.M.** Please note: Qualifications should be submitted no earlier than July 22, 2022, as the documents are only available for download for seven (7) days and we cannot access them for any reason prior to Friday, July 29, 2022 @ 2:00p.m.

Instructions for Submitting Hard Copies of Qualifications:

Envelopes **must** arrive **sealed** and clearly **marked** with **ARCHITECTURAL SERVICES FOR HAMBLEN COUNTY GOVERNMENT RFQ#2022-03Q, JULY 29, 2022 @ 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.

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Proposal Content:

All items listed below must be included in your submission. Failure to submit any of these documents will result in your submission being considered nonresponsive and therefore, may be disqualified from review.

1. Complete Original Signed & Initialed RFQ Packet & Any Addenda Issued
2. Statement of Qualifications (attached)
3. Exceptions Form (attached)
4. Anti-Collusion Statement (attached)
5. Certificate of Compliance with Iran Divestment Act (attached)

Statement of Qualifications:

The respondent must complete the Statement of Qualifications on pages 9-16 of this RFQ. If additional pages are needed to complete a section, the section number **must** be listed on the page header.

Exceptions Form:

If a bidder **has** exceptions to the scope of services listed in this document, they must be listed on the exceptions form on page 17 of this document.

Anti-Collusion Statement:

The respondent certifies by signing the anti-collusion statement on page 18 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 19 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, Exceptions 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.

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Presentations/Interviews:

After qualification submissions have been opened, the County will schedule a presentation/interview for the top 3 highest scores so as to obtain additional information and/or clarification of their submission.

VI. AWARD CRITERIA EXPLANATION AND POINTS:

Evaluations will be based on the information submitted on the Statement of Qualifications (pages 9-16). An explanation of the information being requested is listed in each section along with the corresponding maximum number of points that can be awarded. Proposals will be accepted until 2:00p.m., Friday, July 29, 2022. The proposals will then be given to the Evaluation Committee. The Evaluation Committee will evaluate and score the responses and schedule a presentation with the top 3 highest scores. After the presentations are complete, the evaluation committee will make a recommendation to the Hamblen County Legislative Body for consideration of the contract award.

Evaluation Criteria Overview	
Criteria	Maximum Number of Points Available
Statement of Qualifications <ul style="list-style-type: none"> • Senior Architect Experience • Experience with similar projects, particularly health department or medical offices. • The Project’s Team qualifications (including subcontractors) qualifications and experience relating to this RFQ 	30
Consulting/Business Methodology <ul style="list-style-type: none"> • Describe how other projects have been organized in the areas of functional and space program development, design, project bidding and construction oversight. • Describe how communication and coordination with County staff will be maintained. 	30
List of Completed Projects <ul style="list-style-type: none"> • A summary of the firm’s relevant experience during the past five (5) years for projects in terms of facility type, size and cost • Projects finished within specified time frame and budget. If not completed within specified time frame and budget, reasons why should be listed. 	40
TOTAL Points Available:	100

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VII. STATEMENT OF QUALIFICATIONS:

If additional pages are needed to submit information, the page header should be marked with the corresponding Section number...i.e. Section A – Company Introduction.

Section A – Company Introduction (Not Scored):	
Company Legal Name:	
Project Team Leader:	
Email of Project Team Leader:	
Street Address:	
Telephone Number:	
Does your firm hold or agree to acquire all necessary licenses to conduct business in the State of Tennessee?	
Has the Principal or Project Architect ever had his/her license suspended to practice architecture in the State of Tennessee?	
Is your firm willing to provide a Certificate of Insurance with Hamblen County named as additional insured?	
Present Workload – How quickly could your firm begin working on the projects listed in this RFQ?	
Authorized Signature (blue ink):	
Date of Signature:	

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Section B – Qualifications of the Firm and/or Team for these Projects (30 Total Maximum Points):

NOTE: If additional pages are needed, Section B must be listed on each additional page.

Brief history of the firm including current staff size and years in business. Submit the organizational chart of the team assigned to our projects. Submit resumes of key individuals who will be assigned to our projects.

Describe your understanding/familiarity with Tennessee state standards and nationally recognized best practices for the design and operation of health departments and/or medical offices.

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Section C – Experience with Similar Projects (40 Total Maximum Points):

List at least 5 clients you have completed similar projects for during the last 5 years.

NOTE: If additional pages are needed, Section C must be listed on each additional page.

Client #1

Business Name:

Contact Name:

Email Address:

Phone Number:

Project Information:

Name and location of Project:

Square Footage:

Initial Budget:

Actual Total Cost:

Cost Estimate Compared to Bid Amount:

Scheduled Completion Date Compared to Actual Completion Date. If project was not completed on time or over budget, explain why:

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<u>Client #2</u>
Business Name:
Contact Name:
Email Address:
Phone Number:
<u>Project Information:</u>
Name and location of Project:
Square Footage:
Initial Budget:
Actual Total Cost:
Cost Estimate Compared to Bid Amount:
Scheduled Completion Date Compared to Actual Completion Date. If project was not completed on time or over budget, explain why:

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<u>Client #3</u>
Business Name:
Contact Name:
Email Address:
Phone Number:
<u>Project Information:</u>
Name and location of Project:
Square Footage:
Initial Budget:
Actual Total Cost:
Cost Estimate Compared to Bid Amount:
Scheduled Completion Date Compared to Actual Completion Date. If project was not completed on time or over budget, explain why:

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<u>Client #4</u>
Business Name:
Contact Name:
Email Address:
Phone Number:
<u>Project Information:</u>
Name and Location of Project:
Square Footage:
Initial Budget:
Actual Total Cost:
Cost Estimate Compared to Bid Amount:
Scheduled Completion Date Compared to Actual Completion Date. If project was not completed on time or over budget, explain why:

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<u>Client #5</u> Business Name:
Contact Name:
Email Address:
Phone Number:
<u>Project Information:</u> Name and location of Project:
Square Footage:
Initial Budget:
Actual Total Cost:
Cost Estimate Compared to Bid Amount:
Scheduled Completion Date Compared to Actual Completion Date. If project was not completed on time or over budget, explain why:

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Section D – Consulting/Business Methodology (30 Total Maximum Points):

NOTE: If additional pages are needed, Section D must be listed on each additional page.

Describe how other projects have been organized in the areas of functional and space program development, design, project bidding and construction oversight. Also, how will communication and coordination with County staff be maintained.

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VIII. FORMS:

a) **EXCEPTIONS FORM**

Proposers shall note in the space provided below any exceptions or deviations in any way from of any section of this RFQ. Submissions should provide complete detail of exceptions or deviations.

Proposal Exceptions

<u>Item</u>	<u>Description of Exception</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

By signing below, proposer acknowledges any submittal to be in full compliance with all aspects of each section of this RFQ not noted above. The undersigned hereby declares that no person or party other than the undersigned has any interest whatsoever in this proposal, that it is without any connection or collusion with any person or persons making or having made any proposal for the same work and without any previous understanding with such person or persons as to relative prices, obviating competition, and that it is made in good faith.

Company

Representative Name/Title

Signature (blue ink)

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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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IX. RFQ SUBMISSION CHECKLIST:

- Submission is labeled on the outside of the envelope or in the subject line, if electronically submitted, ‘Architectural Services for Hamblen County Government RFQ#2022-03Q, July 29, 2022 @ 2:00p.m. as instructed on page 6 Section V of this document
- Complete ORIGINAL signed and initialed RFQ packet and any addenda issued
- Statement of Qualifications (pages 9-16, Section VII of this document)
- Exceptions Form (page 17, Section VIII.a. of this document)
- Anti-Collusion Statement Signed (page 18 Section VIII.b. of this document)
- Certification of Compliance with Iran Divestment Act completed and signed (page 19 Section VIII.c. of this document)
- Organizational Chart and Resumes as listed on page 10