



STEPHEN CHAMBERS

Hartsville/Trousdale County Mayor
328 Broadway, Room 6 | Hartsville, Tennessee 37074
Telephone: (615) 374-2461 | Fax: (615) 374-3948
stephen.chambers@trousdalecountytn.gov

Amy Thomas

Exec Administrative Assistant
amy.thomas@trousdalecountytn.gov

Vickie Howard

Admin Asst /Human Resources
vickie.howard@trousdalecountytn.gov

René Pridemore

Accounts Payable/Payroll
carrie.pridemore@trousdalecountytn.gov

Linda Gammons

Office Assistant
linda.gammons@trousdalecountytn.gov

ADDEMDUM TO RFQ DOCUMENTS

Request for Qualifications: **Architectural Planning and Design Services
Criminal Justice Center Project**

Addendum No: **2**

Date: **Thursday, March 24, 2022**

To All Potential Proposers: This addendum is issued to modify the previously issued RFQ documents and/or given for information purposes, and is hereby made a part of the RFQ documents. Please attach this addendum to all documents in your possession.

Q: Does the County have a preferred method for delivery of responses? Do they prefer hard copies or is submitting through Vendor Registry ONLY sufficient?

A: The County would prefer hard copies, however, either method is acceptable.

Q: The RFQ states on page 11, item 9 that the existing Justice Center will continue to be used for civil and juvenile court. What is the anticipated scope for the new justice center courts and support areas? Should we assume two new court rooms (1 circuit, 1 sessions), associated clerk's office and other support space?

A: The court and support areas in the proposed criminal justice center include, but may not be limited, the following to rooms or areas:

- 2 courtrooms
- Grand jury/conference room
- Holding cells
- 4 Witness/attorney consultation rooms
- Clerks offices including records storage/vaults
- 2 judges' chambers
- Breakroom or kitchenette

As the project progresses, the number or types of rooms may change.

Q: The addenda only mentioned forms on pages 5 and 9. Does the anti-collusion form on page 18 need to be included as well?

A: The anti-collusion form WILL need to be included as well. This item was mistakenly left out of the previous addendum. As with the forms on pages 5 and 9, it will not count toward the 20 page statement of qualifications limit.

Q: Page 14, number 14 states a signed and notarized copy of the Conflict of Interest Statement must be submitted. Is there a specific form the County wishes to be used or do respondents make a small statement with a signature and notary signature?

A: The Conflict of Interest form is being issued with this addendum as Attachment to the RFQ.

Questions can be submitted either via email to contact@trousdalecountytn.gov or via Vendor Registry. The deadline to submit questions is 4:00pm on Thursday, March 24, 2022. Answers will be posted no later than 4:00pm on Tuesday, March 29, 2022.

Respectfully,



Stephen Chambers
County Mayor

ATTACHMENT A-CONFLICT OF INTEREST STATEMENT

The affiant states with respect to this Proposal to Hartsville/Trousdale County, Tennessee:

I (we) hereby certify that if the contract is awarded to our firm that no member or members of the governing body, elected official or officials, employee or employees of said County, or any person representing or purporting to represent the County, or any family member including spouse, parents, or children of said group, has received or has been promised, directly or indirectly, any financial benefit, by way of fee, commission, finder's fee or any other financial benefit on account of the act of awarding and/or executing a contract.

I hereby certify that I have full authority to bind the company and that I have personally reviewed the information contained in the RFQ and this proposal, and all attachments and appendices, and do hereby attest to the accuracy of all information contained in this proposal, including all attachments and exhibits.

I acknowledge that any misrepresentation will result in immediate disqualification from any consideration in the proposal process.

I further recognize that Hartsville/Trousdale County reserves the right to make its award for any reason considered advantageous to the County. The company selected may be without respect to price or other factors.

Signature _____ Date _____
Name _____ Phone _____
Title _____

Firm Name _____
Type of business organization (corporation, LLC, partnership, proprietorship)
Address _____
City, State, Zip _____

Notary

State of _____
County of _____

The foregoing document was acknowledged before me this the ____ day of _____, 2022.

Notary Signature
My Commission Expires: _____