

MONROE COUNTY, TENNESSEE

**Request for Qualifications
For
Resident Inspector
For
Monroe County Justice Center**

RFQ Number – CGD1011-07-16

Date: June 16, 2016

Request for Qualifications for Resident Inspector for Monroe County Justice Center

Introduction

Monroe County is accepting proposals from interested and qualified firms to provide professional Resident Inspector services for a new jail facility being constructed.

General Instructions for Completing RFQ:

1. Proposals are due on July 12, 2016_
2. Any questions concerning this RFQ must be in writing addressed to Sabrena Norris.
3. Questions are due by July 1, 2016

Monroe County
103 College Street
Madisonville, TN 37354
Telephone: (423)442-9383
Fax: (423)442-7933

Sealed RFQ, subject to the specifications and conditions contained herein and attached hereto, will be received in the Monroe County Department of Finance, until, but no later than 10:00 A.M. (EST) local time prevailing July 12, 2016 and then opened.

To be considered, your RFQ must be submitted to the Monroe County Department of Finance, 103 College Street Suite 9, Madisonville, TN 37354 Attn: Sabrena Norris. RFQ shall be returned in an enclosed envelope, properly marked and sealed. RFQ will not be accepted via fax machine or email.

Envelopes are to be marked under the mailing address with DO NOT OPEN RFQ INSIDE.

RFQ SELECTION PROCESS

1. Selection Criteria

Qualifications Packages will be evaluated on the firm's demonstrated ability and experience in providing the professional services described herein. Evaluation Criteria shall include, without limitation:

- a. Experience in providing similar services for similar projects;
- b. Qualifications, certifications, abilities, demonstrated experience on similar projects and geographic location of key individuals identified in the Qualifications Package;
- c. Recent experience with projects comparable to the proposed work;
- d. Current workload of key personnel to be assigned to the project;
- e. Qualifications and experience of proposed sub-consultants with comparable projects;
- f. References;
- g. Qualifications Package responsiveness, appearance and presentation.

2. RFQ Interpretation and Addenda

No interpretation or clarification regarding this RFQ will be made verbally to any firm. Requests for interpretation or clarification must be submitted electronically to sabrena.norris@monroetn.com. When submitting a request for interpretation or clarification, firms are encouraged to reference the RFQ page and topic number pertinent to the question(s). All questions must be submitted no later than the date and time stated in the RFQ Schedule as the deadline for submission of questions. Any questions received after that time will not be addressed.

Interpretations, clarifications and supplemental instructions from Monroe County will be in the form of a written addendum, which will be posted to the Monroe County website at www.monroetn.com. Firms shall acknowledge their receipt and review of all posted addenda in their Cover Letter to Monroe County.

Only written interpretations, clarifications or supplemental instructions set forth in the posted addenda shall be binding, and firms are warned that no other source is authorized to give information concerning, explaining or interpreting this RFQ.

PROJECT INSPECTOR REQUIREMENTS

1. USDA Project Requirement for Resident Inspector

- a. The Resident Inspector is a requirement set forth by the USDA Rural Development Loan Services program. This requirement is imposed by USDA based upon that Agency's determination that the Monroe County Jail Project is of such complexity and scope that the interests of Monroe County will be best served during the entire phase of construction through the receipt of services of a Resident Inspector.
- b. **USDA Resident Inspector Definition**
 - 1. The Resident Inspector will work under contract with Monroe County, and will, among other tasks, maintain a record of the daily construction progress in the form of a written daily diary, including regular photographic and video components.
 - 2. The Resident Inspector will work under the supervision of Monroe County. The resume of the Resident Inspector must be approved by Monroe County and USDA Rural Development Loan Services program prior to the Pre-Construction Conference.

2. USDA Resident Inspector – Minimum Outline of Services to be Provided to Monroe County

- a. Generate daily site observation and progress reports
- b. Review percentage of completion for project for pay applications
- c. Report on General Contractor's weekly coordination meetings to Monroe County and architect
- d. Walk the job site for construction observation on a daily basis
- e. Attend weekly and monthly construction meetings for project coordination
- f. Document and complete required USDA project forms for monthly payments
- g. Document and review all site observation concerns timely and report the same to Monroe County and architect

3. Daily Site Observation – Scope of Work Required by Resident Inspector

- a. Walk site on a daily basis
 - 1. Document all ongoing work with daily site observation report
 - 2. Document all ongoing work in photo documentation and video as deemed appropriate in consultation with Monroe County and architect
- b. Provide daily on-site observation for general contractor's Request For Information (RFI)
- c. Review daily on-site materials installation per approved Shop Drawings
- d. Compile all daily documentation reports, photographs and video and forward to Monroe County each week for construction updates.

4. Weekly Site Observation – Scope of Work Required by Resident Inspector

- a. Attend all weekly construction coordination meetings to be held with general contractor and sub-contractors.
- b. From weekly meetings
 - 1. Meeting minutes will be documented with assigned action items and completion dates
 - 2. Attend weekly on-site meeting in coordination with general contractor and sub-contractor's RFI's.
- c. Review documentation for RFI resolution results.
- d. Address scheduling issues raised in weekly general and sub-contractor meetings.
- e. Coordinate with general contractor on weekly basis the scheduling of materials testing.

- f. All information as listed above should be included in the written weekly reports provided to Monroe County by Resident Inspector.

5. Bi-Monthly Site Observation – Scope of Work

- a. Attend all bi-monthly meetings to be held with owner, general and sub-contractor, architect and engineers.
- b. Compile minutes from bi-monthly meeting and distribute to all parties attending.
- c. Review schedule with owner and general contractor based on monthly progress.
- d. Review percentage of completion for pay application at end of month meetings.
- e. Review all materials for purchased and stored items
- f. Update and review with owner all request for information items, proposed changes, and coordination items.

BACKGROUND

6. Additional Services to be Provided by Resident Inspector

- a. The Resident Inspector shall assist the owner in evaluating construction bids from firms.
- b. The Resident Inspector shall review of the bids received to assess the relative merits of each and assist the owner in awarding the contract, as well as in preparing (from a business perspective) an appropriate contract (owner will have legal representation) if standard AIA and USDA Rural Development Contract Documents are not used.
- c. The Resident Inspector shall provide assistance, where necessary, with the government approval process (i.e., permits).
- d. The Resident Inspector shall advise the owner in final sign-off on the project, assuring that the final project represents what was originally designed and captured in the construction documents.

7. Project Documentation Deliverables

- a. Generation of and provision to owner of daily Field Reports and photographs and video records as appropriate
- b. Generation and provision of weekly Owner updates comprised of following items:
 - 1. Daily Reports
 - 2. Photos
 - 3. General Contractor and Sub Contractor meeting minutes
 - 4. All Request for Information correspondences
- c. Bi-Monthly
 - 1. Progress meeting minutes
 - 2. Construction Schedule Updates
 - 3. Owner's RFI correspondence in addition to general contractor's RFI's
 - 4. 2nd Bi-Monthly meeting pay application submission based on architectural review.

**PROPOSAL CONTENT FOR PROVISION OF RESIDENT INSPECTOR SERVICES
TO MONROE COUNTY**

Proposal should address new construction wherein proposing party has provided Resident Inspector services.

1. Provide the following information:
 - a. Name of firm
 - b. Complete address
 - c. Contact person
 - d. Telephone number
 - e. Fax number
 - f. Internet address
 - g. E-mail address
2. Provide a General Statement of Qualifications that responds to the project background information given above.
3. Personnel
 - a. List the professional and support positions and number of personnel in each position.
 - b. Provide an organizational chart, including resumes of all personnel who would be committed to this project. Provide specific information as to their experiences on projects similar to this one.
 - c. List professional consultants outside your firm whom you propose would provide services not available in your firm. Provide specific information documenting their work on similar projects.
 - d. Detention/Institutional Projects
 1. Submit a list of all detention/institutional and/or correctional projects your firm currently has in progress or has completed within the previous ten (10) years and for which your firm is the principal provider of Resident Inspection services and a written description of the status of each.
 2. List up to five detention projects, provide the following:
 - A. Name of Project
 - B. Client contact
 - C. Owner's total initial budget
 - D. Total project cost
 - A. Number of change orders
 - B. Total cost of change orders
 - E. Date of bid
 - F. Scheduled completion date
 - G. Actual completion date
 - e. Site Inspection Service
 1. Provide information on your current workload and how you would accommodate this project.
 2. Describe in detail the process you would follow to meet service requirements.
 3. Describe the methods you would use to meet RFQ Scope of Services.
 4. Describe the types of problems you have encountered on similar projects, and explain what you did to resolve the problems and what you would do differently to avoid such problems on future projects, and provide specific examples of on-site observation you had provided on other projects.
 5. Describe how your firm can add value to this project.

- f. Other Content
 - 1. Explain the circumstances and outcome of any litigation, arbitration, or other claims filed against your company within the previous ten (10) years. If no such litigation or claims have been made, please specifically so state.
 - 2. Provide copies of certificates of insurance outlining your General Liability Insurance coverage.
 - 3. Provide copies of certificates of insurance outlining your Professional Liability Insurance Coverage.
 - 4. Provide three (3) letters of reference from entities for whom you have provided Resident Inspector services within the previous ten (10) years.
- g. Fees
 - 1. Provide information on your preliminary fee structure based on the scope indicated above, including anticipated reimbursable costs.
 - 2. Submit a schedule of hourly rates by employee classification, including terms and rates of overtime for additional work if requested.
 - 3. Provide a total cost projection for provision of the Resident Inspector services as herein described.

TERMS AND CONDITIONS

1. Monroe County's Rights and Options

Monroe County reserves the following rights, which may be exercised at Monroe County's sole discretion:

- a. To supplement, amend, substitute, withdraw or otherwise modify this RFQ at any time;
- b. To issue additional requests for information;
- c. To require a firm to supplement, clarify or provide additional information in order for Monroe County to evaluate its Qualifications Package;
- d. To conduct investigations with respect to the Qualifications and experience of each firm;
- e. To waive any defect or irregularity in any Qualifications Package received;
- f. To share the Qualifications Package with County and/or Monroe County employees other than the Selection Committee as deemed necessary;
- g. To award all, none, or any part of the scope of work set forth in this RFQ that is in the best interest of Monroe County with or without re-solicitation;
- h. To discuss and negotiate with selected firm any terms and conditions in the Qualification Package, including but not limited to, financial terms;
- i. To enter into any agreement deemed by Monroe County to be in the best interest of Monroe County;
- j. To reject any or all Qualifications Packages submitted; and
- k. To re-advertise for Qualifications Packages using this RFQ or a different RFQ or solicitation.

2. Right to Terminate Negotiations/Discussions

A firm's participation in this RFQ might result in Monroe County selecting the firm to engage in further discussions including the negotiation of the Agreement. The commencement of such discussions and negotiations, however, does not signify a commitment by Monroe County to execute the Agreement or to continue discussions or negotiations. Monroe County may terminate discussions and/or negotiations at any time and for any reason prior to the award of a binding contract by the County Board, and either abandon the selection process or select another firm with whom to enter into negotiations.

3. Reservation of Right to Amend RFQ

Monroe County reserves the right to amend or supplement this RFQ at any time during the process, if it believes that doing so is in the best interests of Monroe County. Any such amendment or supplement will be fully explained in an addendum posted to the Monroe County website as described herein.

4. Ownership and Effect of Tennessee Public Records Law

All Qualifications Packages submitted in response to this RFQ will become the property of Monroe County. Firms are advised that all information included in the material provided may become available to the public except for information that falls under one or more of the statutory exceptions set forth in the Tennessee statutes. Firm may designate information confidential that is **considered a trade secret or confidential under Tennessee statute**. In submitting a proposal, each firm agrees that Monroe County may reveal any trade secrets or confidential information to Monroe County staff, consultants or third parties assisting with this RFQ and resulting Agreement. Where information contained in the Statement

of Qualifications is marked confidential or proprietary as a Trade Secret, the firm agrees to indemnify and hold harmless Monroe County and each of its officers, employees and agents from all costs, damages and expenses incurred in connection with refusing to disclose any material which firm has designated as a Trade Secret.