



# **ROBERTSON COUNTY GOVERNMENT**

**Request for Qualifications**

**#1534**

**Architectural/Engineering  
Services Robertson County**

**Health Department**

# REQUEST FOR STATEMENT OF QUALIFICATIONS

## **Introduction**

Robertson County Government is soliciting statements of qualifications and experience from qualified Architectural/Engineering firms to provide expert assistance services to include but not limited to interior/exterior renovations related to American Rescue Plan (ARP) funding and the Coronavirus Aid, Relief, and Economic Security (Cares) Act funding for the Robertson County Health Department. The purpose of this request is to obtain adequate information by which the County may evaluate the various services offered by potential architectural/engineering firms.

## **Background**

Located in northern Middle Tennessee, Robertson County has historically been comprised of rural agricultural areas with urbanized areas such as the cities of Springfield, Greenbrier, Coopertown, and White House. Springfield, the county seat, is the medical, economic, cultural, and social hub of the county of approximately 74,098 people. Because of its proximity to Metropolitan Nashville-Davidson County, Robertson County will continue to experience development pressure often reserved for much larger communities.

Robertson County consists of twelve (12) districts with each district represented by two (2) commissioners.

## **Scope of Work**

The principal representative of the chosen firm is expected to assist, provide guidance and suggestions to the Robertson County Health Department in undertaking this building renovation project. Communications for this project shall be between the principal architect/engineer and the Robertson County Engineer, Ross "Traye" Fann, P.E. (615) 382-6216. Services could include planning, design, and/or construction administration. Robertson County is seeking professional services to include, but not limited to the following:

- Interior renovations may include but not be limited to examination rooms, electrical, HVAC, etc.
- Exterior renovations may include but not be limited to building façade, HVAC equipment, etc.
- Familiarity with the ARP and Cares Act funding requirements
- Familiarity with state and local building codes, rules, regulations, conditions, etc.
- Ability to bill according to funding source per grant requirements.

## **Licensing**

The Proposer shall provide proof that they are fully licensed and authorized to conduct business in Tennessee.

**Qualifications and Experience** – Submittals shall include the following information:

- 1) Location of office(s)
- 2) A brief description of the Proposer's years in business
- 3) A description of the Proposer's client base (i.e.: government, private sector, etc.)
- 4) Form of business (i.e., individual, sole proprietor, corporation, LLC, partnership, etcetera)
- 5) A statement as to whether there is any pending litigation against the Proposer.
- 6) A statement as to whether, in the last ten years, the Proposer has filed (or had filed against it) any bankruptcy or insolvency proceedings.
- 7) A narrative description of the proposed project team.
- 8) A list of at least three (3) and no more than five (5) customer references for similar requests.
- 9) Submittals must include two (2) hard copies.

**RFQ Requirements**

All responses to this request shall include the following:

- A copy of the firm's or individual's standard contract/agreement.
- This request for Qualifications and all contracts and services performed shall be in strict compliance with Robertson County policy; Tennessee Code Annotated where applicable; and other applicable law.
- Proposers must provide a breakdown of hourly cost for services, this cost will include personnel costs, travel, equipment, materials, and any other costs associated with providing services.

**Additional RFQ Requirements**

The following terms apply to all responses to this RFQ:

- Submittals will be accepted by the Robertson County Finance Department, 3<sup>rd</sup> Floor, 523 South Brown Street, Springfield, TN 37172 until 11:00 A.M. local prevailing time on Friday, October 20, 2023. **Qualifications must be submitted in a sealed envelope clearly marked "RFQ – Architectural/ Engineering Services – Robertson County Health Department" somewhere on the front of the sealed envelope.**
- When submittals are sent via **U.S. Mail, FedEx, UPS, or any other carrier**; the **sealed submittal must be identified as above** and then placed inside of the appropriate shipping envelope, and **then clearly marked "RFQ – Architectural/Engineering Services – Robertson County Health Department" on the exterior of the shipping envelope.** This is necessary in order to prevent the accidental opening of submittals by separating sealed submittals from regular package delivery.
- **No qualifications may be sent via e-mail or fax. Submittals arriving after the announced opening time and date or absence of the aforementioned markings will not be accepted.**

Robertson County reserves the right to disregard all nonconforming, non-responsive, or conditional submittals; to reject any or all submittals; to limit quantities; to waive formalities and informalities; and to evaluate submittals and accept any submittal or any part of any submittal that is judged, in our opinion, to be the best quality, value and service to Robertson County.

All materials submitted will become the property of Robertson County Government. The “review period” is normally completed within twenty (20) business days following the opening; however, under some circumstances, a longer review period may be required.

**Condition of Acceptance by Robertson County**

This RFQ does not commit Robertson County to award a contract, to pay any costs incurred in the preparation of a submittal for this RFQ, or to procure a contract for services. Robertson County reserves to right to accept or reject any or all submittals received as a result of this request; negotiate with any qualified source or cancel this RFQ in part or in whole.

**Insurance**

An insurance certificate shall be submitted prior to the commencement of any work and shall remain in force throughout the life of the contract and shall provide coverage in amounts no less than those amounts specified below. ***Robertson County is to be named as an “additional insured” for the duration of the project.***

- 1) Workmen’s Compensation Insurance as required by statutory law and including Employer’s Liability (Coverage B) and shall have limits not less than \$500,000.00.
- 2) Public Liability Insurance:
  - a) Comprehensive General Liability Insurance which is the basic coverage for the Contractor for his negligent acts, errors, and omissions.
  - b) Contractor’s Protective Liability Insurance which protects the contractor from liability arising from any negligent acts of his subcontractors.
  - c) Blanket Contractual Liability Insurance which is an extension of the regular general liability policy to cover any written contract entered into by the insured contractor.
  - d) Completed Operations Liability Insurance which is a form of insurance extending the time limit of the general liability policy to cover claims that may arise after work has been completed and turned over to the Owner.

Contractor’s Comprehensive Liability Insurance including Automobile. Combined single limit or equivalent split limits:

Bodily Injury Each person \_\_\_\_\_ \$1,000,000.00  
Each Occurrence \_\_\_\_\_ \$1,000,000.00  
Annual Aggregate \_\_\_\_\_ \$2,000,000.00

Property Damage including completed Operations Broad Form:

Each Occurrence \_\_\_\_\_ \$1,000,000.00  
Annual Aggregate \_\_\_\_\_ \$2,000,000.00

Automobile Liability - Owned, Non-owned and hired:

Bodily Injury & Property Damage \_\_\_\_\_ \$1,000,000.00 (combined single limit)

- 3) Each policy shall provide that such policy cannot be altered or cancelled without first giving at least twenty (20) consecutive calendar days notice with such twenty (20) consecutive calendar days commencing after receipt by the Owner. This may be accomplished by either appearing in the body of the policy or by an appropriate endorsement or rider to the policy.

### **Evaluation Criteria**

The County Engineer will evaluate all statements of qualifications and determine if further formal or informal review is required by the County. See evaluation criteria below:

- Qualifications and related experience of specific personnel assigned to this project;
- Quality and responsiveness of the proposal and the ability to present a clear understanding of the nature and scope of the project;
- Estimated timeframe for completion of project;
- Familiarity with ARP and CARES ACT program requirements;
- Company References;

Statement of Qualifications should be submitted to the Robertson County Finance Department, Attn: Taylor Tomblin, 523 South Brown Street, Springfield, TN 37172 by 11:00 A.M. on Friday, October 20, 2023. Qualifications must be submitted in a sealed envelope clearly marked "RFQ - Architectural/Engineering Services – Robertson County Health Department".

All firms that provide a submittal for this RFQ will be notified of results once the reviews are completed by Robertson County.