



WILLIAMSON COUNTY

Leslie Mitchell, CPPO, CPPB
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September 17, 2018

To Whom It May Concern:

Williamson County Government is requesting proposals on behalf of the Williamson County Public Building Authority to retain the services of an owner's representative to represent the Public Building Authority during the pre-construction, construction and close out phases of construction of a new Williamson County Animal Center.

Proposals must be received no later than Tuesday, October 16, 2018, at 2:00 p.m. They must be submitted in a sealed envelope, to the Williamson County Mayor's Office, 1320 West Main Street, Suite 125, Franklin, TN 37064, **The envelope must be labeled as follows: RFP: Owner's Representative Williamson County PBA, October 16, 2018, 2:00 p.m. Outside of envelope must also include firm name. THE SEALED PACKAGE MUST BE LABELED EXACTLY AS SPECIFIED ABOVE.**

If you have any questions, please e-mail lesliem@williamson-tn.org. All questions must be submitted in writing by 4:30 p.m. CST on October 9, 2018.

Sincerely,

Leslie Mitchell, CPPO, CPPB
Purchasing Agent

REQUEST FOR PROPOSALS
Williamson County Public Building Authority
Owner's Representative for Williamson County Animal Center

Williamson County Government is accepting proposals on behalf of the Williamson County Public Building Authority from interested firms for an Owner's Representative to represent the Public Building Authority during the planning, design, pre-construction, construction, and close out phases of construction of a new Williamson County Animal Center. This is a non-professional services solicitation. It does not require the services of an engineer and/or architect. This is not a Construction Management solicitation. The Owner's Representative will be involved in the solicitation process of a construction manager or general contractor and design firms and consultants as required subject to any and all approvals required by the Public Building Authority.

Scope

The Williamson County Public Building Authority is requesting proposals from Owner's Representative firms for the anticipated building of a new Animal Center, with a projected budget of \$10 million to \$12 million. The goal of the Public Building Authority is to receive the highest level of quality that aligns with its needs at the lowest reasonable price from an experienced and qualified firm. Williamson County has already purchased the land for this facility. Maps of the parcel are included.

The Williamson County Public Building Authority is seeking an Owner's Representative to represent the Public Building Authority in all aspects of the planning, design, pre-construction, construction, and close out phases of the project.

This includes the following for the project:

- Administer and coordinate the development of the project in accordance with the project concepts, subject to approval by the Williamson County Public Building Authority
- Assist with development of a detailed scope of work and all Request for Proposal's.
- Develop a schedule for the project
- Prepare a total project budget as soon as major project requirements have been identified, notify immediately any material changes in the budget
- Represent the Public Building Authority at meetings to ensure the Public Building Authority's best interest is priority
- Attend routine meetings between contractors and architects/engineers to review progress of the project
- Assist and review the solicitation documents that will be used for the selection of the architect and/or engineer firm for the design and/or construction inspection services of the project
- Coordinate relations with the architect, engineer and any other consultants providing services under other contracts relating to the project
- Coordinate all aspects of the design and engineering criteria and scope
- Coordinate and advise the Public Building Authority during the preparation of plans and specifications of the project
- Provide recommendations to improve the design or reduce costs

- Assist and review the solicitation documents that will be used for the selection of contractors and/or subcontractors for the construction of the project
- Act as fiduciary agent for the Public Building Authority during the design/consultant assessment, the contractor assessment and selection, contract negotiations, and throughout all phases of the project
- Assist the architect and/or engineer in determining substantial completion of the project
- Develop, implement, and coordinate a system for the preparation, review, and processing of necessary change orders
- Prepare the punch list and the schedule for completion
- Conduct final inspections of the project and assist in obtaining required permits
- Use all reasonable efforts to ensure that the construction of the project will be in compliance with all applicable laws and completed in a timely manner
- Provide project accounting and monthly draw requests and coordinate related invoices
- Maintain a complete set of permanent files and records
- Serve as a liaison with all project members, both internal and external
- Ensure that all potential project issues are addressed and that each member of the project team knows their role in resolving the issue
- Communicate all changes to stakeholders in a timely manner
- Perform site visits to maintain project budget, project schedule and quality control and assurance.
- Provide the contractors with the information and services they need in order to perform their work
- Monitor the performance of the designers and contractors to ensure they are meeting their contractual obligations
- Initiate corrective actions when necessary to achieve project objectives
- Monitor site access, safety and security issues
- Develop and manage performance criteria
- Critically analyze contract progress reports and notify stakeholders of potential challenges

Williamson County Government Purchasing is the sole point of contact during the selection process. Contact with anyone else involved with this process may result in the disqualification of your proposal. Proposers are expected to raise any questions they have concerning this proposal in writing through email by 4:30 pm on October 9, 2018 to Leslie Mitchell, Purchasing Agent, lesliem@williamson-tn.org.

Revisions to this request for proposal or answers to questions will be made only by an official written addendum issued by the Purchasing Agent. Addenda will be posted on the Williamson County website, www.williamsoncounty-tn.gov/purchasing. Proposers are responsible for checking the website for any addenda prior to submitting a proposal.

Schedule

September 18, 2018	Request for Proposals issued
October 9, 2018	Last day for submitting questions
October 11, 2018	Addenda posted to www.williamsoncounty-tn.gov/purchasing
October 16, 2018	Proposals due by 2:00 p.m. central time

Evaluation Criteria

Firm Experience and Qualifications-50 Points

- Provide information that documents your firms required years of experience and qualifications to perform the defined scope of work. Include information on the different types of construction projects completed by your firm, including budget versus actual cost of final cost of project.

Team Experience and Qualifications-25 Points

The proposal shall list key individuals who will be used on the contract. Explain how the specialized knowledge and experience of the team members will be utilized. Please include resumes for each person. Include sub-consultants as well.

- The proposal shall indicate all team experience on contracts of similar size within the past five years. Specifics should be given to demonstrate successful performance on those contracts. If sub-consultants are proposed, indicate past working relationships.

Cost Criteria-25 Points

- Include your fee schedule and hourly rates.

All proposals and related documents are public records after a project is awarded.

Proposals should be brief and concise.

Proposals shall be valid for 90 days from the opening date of the proposal.

The Public Building Authority will not be liable for any costs incurred by the proposer in the preparation of this response or for costs incurred for a scheduled interview (if necessary).

Tools & Features Demonstration Site



0.1

0

0.06

0.1 Miles

1: 3,711



This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

THIS MAP IS NOT TO BE USED FOR NAVIGATION



Legend

- Parcels
- Parcel Numbers
- Parcel Acreage
- Subdivision Name
- Lot Numbers
- Group Corner Annotation
- Control Map
- Notes
- Miscellaneous
- Easement
- Exemptions
- Conflicts
- Lines
- Corporate Limits
- BRENTWOOD
- FAIRVIEW
- FRANKLIN
- NOLENSVILLE
- SPRING HILL
- THOMPSONS STATION
- Parks
- Centerlines
- <all other values>
- INTERSTATE
- ACCESS
- LOCAL STREETS

Notes

Situs: OLD CHARLOTTE PK E
 WILLIAMSON COUNTY TN
 1320 WEST MAIN ST STE 125
 FRANKLIN, TN 37064

Legal Desc
 District (TAG): 263967

Details
 PIN: 064 01001 00005064
 Property Class: 101
 Jurisdiction Name: Williamson County
 Deeded Acres: 21.3400

Valuation Record

Assessment Year: 2018
 Land Market: 0
 Improvements Market: 0
 Total Market: 0
 Land Assess: 0
 Improvements Assess: 0
 Total Assess: 0

Appraisal

Neighborhood Number: 1208
 Land Appraiser: 5
 Land Appraisal Date: 03/09/2018

Site Description

Topography: Rolling
 Public Utilities: Water, Gas, Ele
 Street or Road: Paved
 Neighborhood: Improving
 Zoning:

Memos

GA15: Agricultural 2015
 CERTIFIED A FOR 2015 - DB 6408-704
 G018: Out of Greenbelt 2018
 LAND: Land Notes
 6342-589 DEED OF PARTITION
 6370-809 INSTRUMENT OF CORRECTION TO DEED OF
 PARTITION *
 7187-990 EXEMPT AS OF 9/19/2017;
 PRORATE GIVEN TO TRUSTEE
 NP15: New Parcel Created 2015
 OUT OF 64-10.00

Physical Characteristics

Floors:	Base Area	Floor Area	Sq Ft	Value
Construction				

Summary of Improvements

ID	USE	Story Height	Const Type	Grade	Year Cons	Eff Year	Cond	Size or Area

Special Features

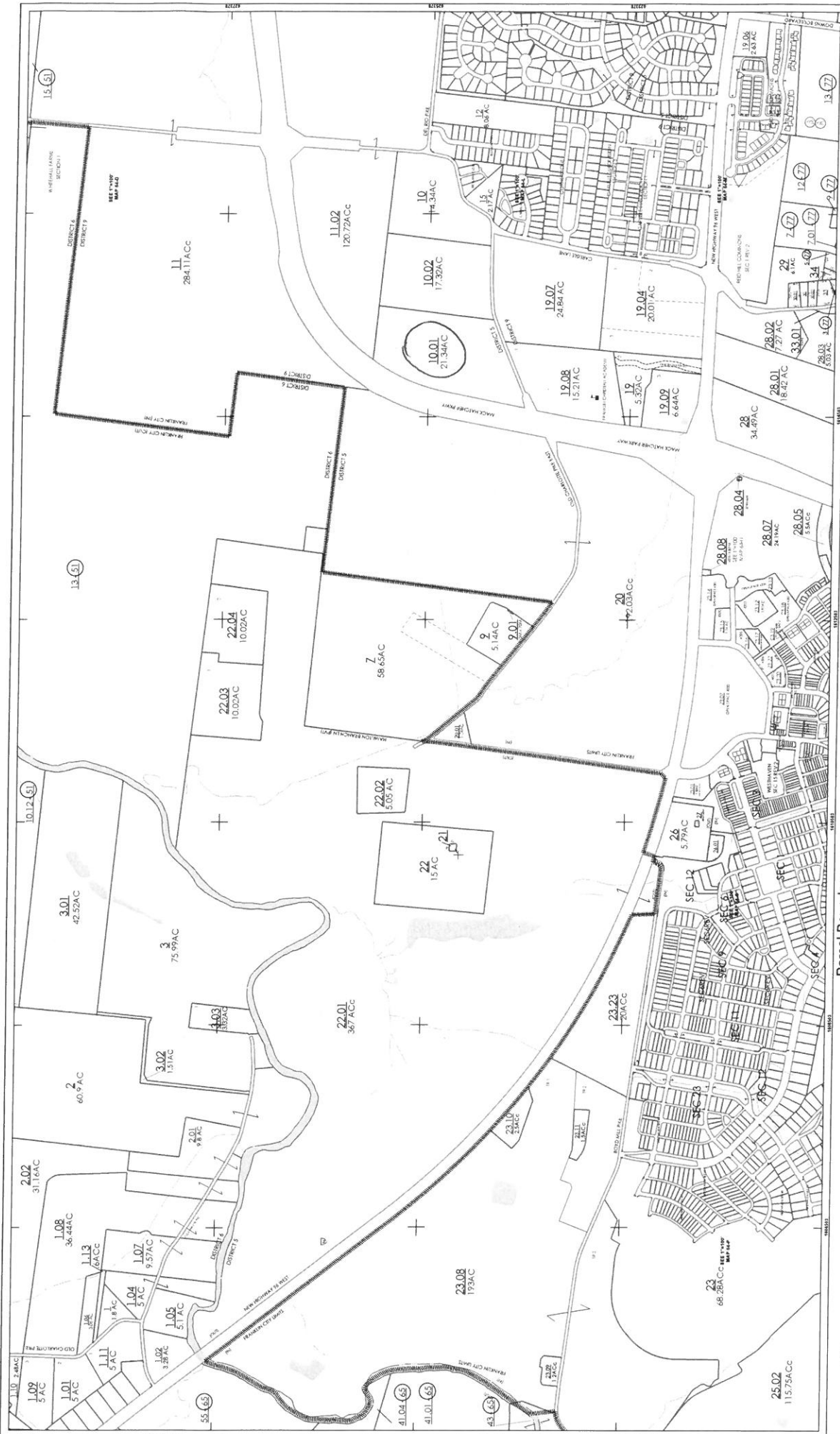
Description	Market Price	Market Value	Use Price	Use Value

Land

Land Description - or - Land Type	ID Code	Units	Soil ID - or - Act Frontage	Influence	Eff Frontage	Sq Feet - or - Eff Depth
Exempt	70				0.000000	
TOTALS:						

Transfer of Ownership

Consideration	Transfer Date	Deed Book/Page	Deed Type	Validity Code (s)
1707200	09/19/2017	7187 990	Fu	DV, WF
0	12/31/2014	6370 809	De	DV, DV
0	12/31/2014	6370 809	De	DV, DV
0	12/13/2014	6342 589	Pa	DV, DV



WILLIAMSON COUNTY, TN
 SCALE: 1" = 400'
 PHOTO DATE: 2017
 2019 Tm. MAP
 LAST REVISION: 2018-08-01

049	050	051	052
065	065	064	063
075	076	077	078

Planimetric Map
 N
 --- STREET/ROAD CENTERLINE
 --- DRIVE
 --- RAILROAD ROW
 --- STREAM
 --- FLOOD
 --- POND
 --- TRENDS/FORESTIVE COVER

Parcel Boundary
 --- PARCEL BOUNDARY
 --- INTERIOR TRIGHT LINE
 --- EXTERIOR TRIGHT LINE
 --- PARCEL LINE
 --- COL. LINE
 --- CORP. LIMITS

100 AC
 120 AC
 150 AC
 175 AC
 200 AC

Scale 1" = 400'
 0 400 800 Feet
 MAP NO. 064
 PHOTO DATE 2017
 2019 Tm. MAP
 LAST REVISION 2018-08-01