



**NOTICE TO CONSULTANT ARCHITECTS
Regarding a Request for Proposals**

February 16, 2022

**ARCHITECTURAL and ENGINEERING SERVICES FOR
PROPOSED NEW ANIMAL CONTROL FACILITY
LOCATED @ TO BE DETERMINED (TBD) IN LEBANON,
TENNESSEE**

REQUEST FOR PROPOSALS

ARCHITECTURAL AND ENGINEERING SERVICES FOR PROPOSED NEW ANIMAL CONTROL FACILITY LOCATED @ TBD IN LEBANON, TENNESSEE

The City of Lebanon, Tennessee, an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of a professional architectural and engineering consulting firm/team to provide architectural and engineering services related to the **Proposed New Animal Control Facility located at TBD**, in Lebanon, Tennessee. The project will include design and preparation of bid documents as more clearly defined in the Scope of Services listed below.

REQUIRED SCOPE OF SERVICES:

Responsibilities of the professional consultant firm for Architectural Services required for this renovation project include, but are not limited to:

- Development of conceptual floor plan and building configuration for multiple sites that may be considered for the facility location
- Survey of site
- Review and evaluation of existing utility service lines.
- Site design
- Prepare Architectural Drawings to current accepted building codes including structural, mechanical, electrical and plumbing plans as needed for approval by City of Lebanon Building Officials.
- Prepare all required bid documents and submit for approval to the City of Lebanon. Conduct all pre-bid conferences and assist in all aspects of the bidding process including but not limited to assisting the City of Lebanon with advertisement, solicitation of bids, bid evaluations, and recommendation of award.
- Hold pre-construction conference involving all parties
- Observe all site construction activities
- Record and provide answers to any requests for information as needed
- Monitor and evaluate any change orders requested or needed
- See that regular progress meetings are held and attend such meetings
- Observe installation of all material and check acceptance quality of all material. Contractor will furnish quality control of material to be monitored by the consultant.
- Receive and maintain documentation for all material from Contractor.
- Monitor and evaluate monthly pay estimates.
- Monitor time line for key progress events to happen and advise the City and Contractor on any exceptions of these events.
- Report all deficiencies to the Contractor and the City. Monitor follow up corrective actions.
- Keep a set of mark-up drawings that will be furnished to the City upon completion.
- Monitor the Contractor's compliance with any environmental concerns.

- Furnish a punch list to the Contractor to final the project. Monitor and report on status of the punch list. After punch list is completed, accompany the City on a final inspection of the project.
- Keep the City informed on all matters of construction activities, the potential need for change orders and/or plans modifications
- Keep stake holders advised, weekly regarding the construction activities planned to be performed each week.

PAYMENT:

The method of payment for these services shall be lump sum.

EVALUATION OF PROPOSALS:

The City of Lebanon's consultant evaluation committee (CEC) will evaluate the proposals received and make a recommendation to the Mayor and Lebanon City Council for selection based on the following criteria:

- A. Experience and Qualifications of the Firm including satisfactory evidence that the firm has been in existence a minimum of ten (10) years.
- B. Experience and Qualifications of the firm specific to similar building projects.
- C. Experience and Qualifications of Individual Staff Members including the names and resumes of the principal officers, partners, and/or officials. A detailed resume, including local address and telephone number, of the individual who will be placed in responsible charge of this Contract, if so awarded as well as detailed resume(s), including local address(es) and telephone number(s), of the individual(s) who are expected to be assigned to the work of this Contract, if so awarded.
- D. Size of project including evidence that the Firm's experience derives from projects that are comparable or larger size to that expected in this Contract. Details shall include, but not be limited to, context & description of previous contracts, name of municipality / agency, and the name of the contact person at each municipality / agency.
- E. Demonstrated evidence that the Firm understands the project purposes and requirements including a detailed listing and description of the tasks the Firm expects to execute to achieve the desired outcomes. Information from / interaction with each City's personnel necessary for the Firm's work will also be described.
- F. Projected timeline from Notice to Proceed to Advertisement for Bids including milestones in design and permitting.
- G. Experience and Qualifications of proposed subcontractor(s), if applicable.
- H. Demonstrated ability to meet schedules and work efficiently.
- I. Firm's local presence in the Middle Tennessee area.

The consultant evaluation committee (CEC) holds the ability to conduct interviews based on scoring, but reserves the right to make the selection decision solely based on the submitted proposals.

PROJECT QUESTIONS

Any firm that has project specific questions should contact Ms. Regina Santana, P.E. at (615) 444-3647 ext. 2302 or regina.santana@lebanontn.org.

PROPOSAL SUBMITTAL REQUIREMENTS

Proposals will be received until 4:00 p.m., Wednesday, March 9, 2022 at the offices of the City of Lebanon Engineering Department, 200 N. Castle Heights Ave., Suite 300, Lebanon, Tennessee. Proposals received by said time will be opened and reviewed for consideration. Proposals received after said time will not be evaluated.

Proposals should be mailed to:

City of Lebanon Engineering Department
Attn: Ms. Regina Santana, P.E., Engineering Services Director
200 N. Castle Heights Ave., Suite 300
Lebanon, TN 37087

The submitter shall be responsible for their early delivery. Mailed and hand-delivered Proposals should be labeled "Proposed New Animal Control Facility – 3/9/22" Each firm shall provide three (3) copies of their submission.

Evaluation proceedings will be conducted within established guidelines regarding equal employment opportunity and nondiscriminatory action based upon the grounds of race, color, sex, creed, religion, age, disability, or national origin. Interested certified Disadvantaged Business Enterprise (DBE) firms as well as other minority- and/or women-owned firms are encouraged to respond to all advertisements by the City of Lebanon.