



WILLIAMSON COUNTY GOVERNMENT

January 11, 2023

To Whom It May Concern:

Williamson County is accepting qualifications for architectural design services. This is not for a specific project, but is intended to establish a list of qualified architects for performing services on future projects ranging from approximately \$25,000 to \$3,000,000.

Qualifications must be received no later than February 14, 2023, 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: **Statement of Qualifications, Architect Design Services, Various Projects, February 14, 2023, 2:00 p.m. Envelope must also include bidder's company name. IF THE SEALED PACKAGE IS NOT LABELED EXACTLY AS SPECIFIED ABOVE, THE BID WILL NOT BE OPENED.**

If you have any questions, please e-mail leslie.mitchell@williamsoncounty-tn.gov. All questions must be submitted in writing by 4:30 p.m. CST on February 7, 2023.

Sincerely,

Leslie Mitchell, NIGP-CPP, CPPO, CPPB
Purchasing Agent



**REQUEST FOR QUALIFICATIONS
FOR
ARCHITECTURAL DESIGN SERVICES**

INVITATION FOR QUALIFICATIONS

Williamson County Government is seeking qualifications from architectural design for various projects in Williamson County.

Parties interested in responding are asked to submit, in a sealed envelope, three (3) copies of the qualifications no later than 2:00 P.M. (CST) on February 14, 2023 to:

The Williamson County Mayor's Office
1320 West Main Street, Suite 125
Franklin, TN 37064

1. BACKGROUND

Williamson County is accepting qualifications for architectural design services. This is not for a particular project, but is meant to have a list of qualified architects established for performing services on future projects ranging from approximately \$25,000.00 to \$3,000,000.00.

2. SCOPE OF WORK

- Prepare base plan based upon existing survey information. Supplement the survey with field observed data.
- Submit plans to all required entities for permitting.
- Prepare project manuals, drawings, bid forms and bid tabulations.
- Coordinate service with necessary utilities
- Coordinate services with all related projects if any, and other architects, all general contractors, and all construction managers or project managers so that no work will be duplicated or removed and re-done.
- Coordinate services with any future projects. Architect's services will take into account future projects in the area so that no work will be duplicated or removed and re-done.
- Answer Contractor questions and prepare addendums during the bidding period
- Conduct a pre-bid meeting and attend the bid opening.
- Conduct a preconstruction meeting with the Contractor and make semi-weekly observations of construction in progress.
- Review Contractor's submittals and pay applications
- Conduct punch list inspection and approve final completions of the Project.
- Conduct follow up as required on any warrantied work through the first year of occupancy.
- Conduct a final punch list review prior to one year occupancy.

3. EVALUATION PROCEDURES AND CRITERIA

The selection criteria are as follows:

- A. The demonstrated experience of the architect to perform services as requested in the RFQ.
- B. The sufficiency of the consultant's financial resources and the effect thereof on his/her ability to perform or provide product.
- C. References.

4. CONTENTS OF QUALIFICATIONS

Qualifications must include, but need not be limited to the following information:

- A. Cover letter. Signature required.
- B. Company profile describing experience providing services/products requested in this RFQ, qualifications of staff, the sufficiency of the company's financial resources and why your organization is best suited to provide the services requested.
- C. Comprehensive description of how the consultant will meet the conditions outlined in the Scope of Services of this RFQ.
- D. List of other government related organizations that currently utilize, or have utilized your services.

If your qualification does not include all of the above items, it may be deemed non-responsive. Three (3) copies of the qualifications shall be submitted as described in Section 1 of this RFQ.

INSTRUCTIONS AND QUESTIONS

Questions regarding this Request for Qualifications should be directed only to the person designated below. Do not contact any other County employee or official regarding this RFQ.

Leslie Mitchell, leslie.mitchell@williamsoncounty-tn.gov or 615-790-5868.