

MARSHALL COUNTY, TENNESSEE

REQUEST FOR QUALIFICATIONS FOR ARCHITECTURAL SERVICES FOR THE RENOVATION OF THE OLD HEALTH DEPARTMENT FACILITY

MARCH 2023

Marshall County seeks Architectural Services to be provided by a qualified and licensed Architect to provide services in connection with the renovation of the old Health Department located at 206 Legion Avenue in Lewisburg, Marshall County, Tennessee for office space for county departments. Additional information is provided in the Scope of Work / Submittal Format sections of this document.

Qualifications must be received by 4:00 PM on Monday, March 6, 2023. Late qualifications will be neither considered nor returned. Questions related to this RFQ must be received by 3:00 PM on Tuesday, February 28, 2023.

DELIVER QUALIFICATION TO:

**MAYOR MIKE KENY
1108 COURTHOUSE ANNEX
LEWISBURG, TN 37091**

The envelope exterior must show the company name, address and closing date.

SECTION I GENERAL TERMS AND CONDITIONS

1.1 ADDITIONAL INFORMATION: Requests for additional information can be emailed to lynnkouba@marshallcountyttn.com. Questions must be received by 3:00 PM on Tuesday, February 28, 2023. All responses to inquiries will be posted on the Marshall County website (<http://www.marshallcountyttn.com/>) under the “Open Bids” link. Any inquiries received will not be answered individually, but will be posted for all interested vendors.

1.2 ACCEPTANCE: Respondents shall hold their submittal firm and subject to acceptance by Marshall County for a period of ninety (90) business days from the date of the Qualification closing, unless otherwise indicated in their Qualification.

1.3 AWARD: It is the intent of the Owner to negotiate a fee and enter into a contract with a firm, to provide services for the listed project(s).

1.4 COPIES: Marshall County requires that Qualifications be submitted as one (1) marked original and seven (7) exact copies. Additionally, Marshall County requests the Submittal be submitted in digital format.

1.5 DECLARATIVE STATEMENTS: Any statement or words (e.g.: must, shall, will) are declarative statements and the respondent must comply with the condition. Failure to comply with any such condition may result in their Qualification being non-responsive and disqualified.

1.6 ELECTRONIC TRANSMISSION OF QUALIFICATIONS: Marshall County **will not** accept electronically transmitted responses when responding. Facsimile submission is strictly prohibited. All responses must be mailed or delivered by hand.

1.7 INCURRED COSTS: Marshall County will not be responsible for any costs incurred by the firms in the preparation of their response.

1.8 NO CONTACT POLICY: After the date and time that the vendor receives this solicitation, any contact initiated by any respondent with any Marshall County

representative, other than the questions concerning this Request for Qualification, is strictly prohibited.

1.9 QUALIFICATION DELIVERY: Marshall County requires respondents, when hand delivering responses, to have the sealed envelope to be time and date stamped in the Office of the Mayor at the time of deposit. Marshall County will not be responsible for any lost or misdirected mail sent by common carrier. Marshall County shall also not be responsible for responses delivered to other addresses other than the one listed at the top of this solicitation. The clock in the Mayor's Office shall serve as the official record of time.

1.10 SIGNING OF QUALIFICATIONS: **In order to be considered, all Qualifications must be signed. Please sign the original in blue ink.** By signing the response document, the respondent acknowledges and accepts the term and conditions stated in the Qualification document.

1.11 NO DISCRIMINATION: Marshall County does not discriminate towards any individual or business on the basis of race, sex, color, age, religion, national origin, disability, or veteran status. The successful firm(s) agrees that they shall comply with all local, state, and federal law, statutes, and regulations including, but not limited to, the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

1.12 FORUM SELECTION: Any contract will be interpreted under the laws and statutes of the state of Tennessee. Any action arising from any contract made from this Qualification shall be brought in the state courts in Marshall County, Tennessee or in the United States Federal District Court for the Middle District of Tennessee.

1.13 NULLIFICATION: Marshall County may, at any time, nullify the agreement if, in the judgment of Marshall County, the firm(s) have failed to comply with the terms of the agreement. In the event of nullification, any payment due in arrears will be made to the firm(s), but no further sums shall be owed to the firm(s).

1.14 OPEN RECORDS ACT: After Qualifications are accepted, all Qualifications will be subject to the Tennessee Open Records Act, and the proposals will be available to the public upon written request.

1.15 WAIVING OF INFORMALITIES: Marshall County reserves the right to waive minor informalities or technicalities when it is in the best interest of Marshall County.

**SECTION II.
SCOPE OF WORK**

**REQUEST FOR STATEMENTS OF QUALIFICATIONS FOR
ARCHITECTURAL SERVICES**

MARSHALL COUNTY TENNESSEE
1108 COURTHOUSE ANNEX
LEWISBURG, TN 37091

PROJECT

Renovation of Old Health Department Facility for
Office Space for County Departments

PROJECT LOCATION

206 Legion Avenue
Lewisburg Marshall County Tennessee
Map 064O Group A, parcel 021.00

MARSHALL COUNTY TENNESSEE

Seeks that a qualified Architectural firm with experience to provide services in connection with the design of the old Health Department facility Lewisburg, Tennessee for office space for county departments.

SCOPE OF SERVICES: Marshall County seeks a qualified Architectural Firm to provide services in connection with the design renovate the old Health Department facility. Project information can be found on the County's website:

<http://marshallcountyttn.com/>

QUALIFICATIONS OF THE ARCHITECTURAL PROFESSIONAL

- The Architect should be experienced in projects which are somewhat similar in scope and scales to the proposed project. Previous Office Space design by building renovation is highly desirable.

INSURANCE

Marshall County requires evidence of insurance coverage, to be presented only after the successful firm is selected to provide services. Submittal of insurance information is not required as part of the Statement of Qualifications.

General Liability, Professional Liability Insurance, Business Automobile Liability, and Worker's Compensation will be required

SELECTION PROCESS

This Request for Statements of Qualification and attachments will be available at:

<http://www.marshallcountyttn.com/>

Written Statements of Qualifications should be in accordance with the Submittal Format below.

Format. Submittals must be delivered to the address below no later than Monday, March 6, 2023. One original and seven (7) bound copies of the submittal are required.

SECTION III.

SUBMITTAL FORMAT

Firms submitting their qualifications for the project must follow the format below. Material must all be in 8-1/2 x 11 inch format Submittals shall include divider tabs labeled with the boldfaced headers below; e.g., the first tab would be entitled "Cover Letter", the second tab "Qualifications", etc. Double-sided printing is encouraged.

PROVIDE ONE (1) ORIGINAL AND SEVEN (7) BOUND COPIES FOR A TOTAL OF EIGHT (8) COPIES.

1. COVER LETTER

- identify team
- provide name of contact person, phone and email
- summarize qualifications most relevant to this project

2. RELEVANT QUALIFICATIONS

- provide in summary format only
- do not include general information
- offer short, focused paragraphs by topic (i.e., building type; technical aspects; etc.)

3. RELEVANT PROJECT EXPERIENCE

- Briefly state relevance for each project
- Specify role of the firm or individual if work was not exclusively by the firm (i.e., joint venture, association); **if work was done by individuals on the project team while with other firms, this must be clearly stated**
- Provide a list of the following for each project:
 - project name and location
 - beginning and ending dates of project (including construction)
 - square footage/acreage
 - main project elements
 - owner name with name of contact person

Note: Projects that are currently in design or under construction are acceptable, but completed projects may carry more weight in the evaluation.

4. PROJECT TEAM SUMMARY - identify key team members, including sub-consultants, and state their qualifications

relevant to programming services and the scope of this project

5. REFERENCES – Provide names, addresses, telephone numbers, email or other contact information for at least five (5) references. Provide the project name(s) and services provided for each reference.

6. LITIGATION – Provide a list of any pending or concluded litigation against the applicant firm(s) within the previous five years.

7. ADDITIONAL INFORMATION – Provide any additional information you feel is needed to describe your qualifications for this project.

CONSIDERATION OF RESPONSES

Properly-identified responses received on time, and in accordance with the requirements of the RFQ, will be considered for award. Responses not received on time, or otherwise not submitted in accordance with the requirements of the RFQ, will not receive consideration for award.

The responses will be evaluated by a selection panel composed of elected officials or designated representatives. Oral presentations will be made to this selection panel.

After all responses have been evaluated, the selection panel will develop a list of respondents believed to be appropriate for further consideration. Short-listed respondents will be notified by email. Those respondents not short-listed will not be eligible for further consideration. Those respondents who are short-listed will be required to provide an oral presentation as described below:

Oral Presentation: An oral presentation for short-listed candidates will be announced in writing to the individuals selected. The format for the interviews will be defined at that time. Once the County has identified the shortlist of candidates, oral interviews will be held approximately one week following notification. The County will select the Architectural Firm which it believes is the best overall fit for the project, based on a combination of the original responses, references, oral presentations, and other relevant factors.

Final Selection: The County, at its discretion, may reject all submittals or may negotiate an agreement for services. It is anticipated that the County will negotiate a Stipulated Sum contract with the Architectural Firm. If, in the County's opinion, it is not possible to successfully complete negotiations with the selected firm, the County may, at its sole discretion, elect to terminate those negotiations and proceed with the firm believed to be the next best overall fit for the County. It is the intent of the County to enter into a contract with the Architectural Firm within thirty (30) days of selection.

Rejection of Responses: The County shall have the right to reject any or all responses for any reason at any time, reject a response not accompanied by the information required by the RFQ, or reject a response which is in any way incomplete or irregular, with no liability for cost(s) incurred. Nothing contained in the RFQ shall create any legal right in favor of any respondent or create any liability or obligation on the part of Marshall County.

END OF REQUEST FOR QUALIFICATIONS