

**OFFICE OF THE SULLIVAN COUNTY PURCHASING AGENT
3411 HIGHWAY 126 – SUITE 201
BLOUNTVILLE, TN 37617-0569**

**KRISTINIA DAVIS
PURCHASING AGENT**

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REQUEST FOR QUALIFICATIONS

RFQ #E2016-MSC

RE

**PROFESSIONAL ARCHITECTURAL SERVICES FOR A MIDDLE SCHOOL
COMPLEX**

DUE ON OR BEFORE

FRIDAY, FEBRUARY 26, 2016 (2:00 PM)

I. Introduction

The Offices of the Sullivan County Purchasing Agent on behalf of the Sullivan County Board of Education (“the Board”) requests proposals for professional architectural services for the completion of a new middle school, grades 6-8. Architectural services will include the building and site design, as well as construction administration for all aspects of the project.

All interested firms will be afforded full opportunity to submit a RFQ and will receive consideration for a contract award pursuant to this notice without regard to race, color, religion, national origin, age, sex or disability. Sullivan County Board of Education is in quest of the highest quality, most reliable firm with standards excellence and performance.

In order to receive consideration in the interview and selection processes, a RFQ submittal must be delivered to the Office of the Sullivan County Purchasing Agent on or before the day/time indicated and shall meet the requirements as described herein. Any respondent with questions about the RFQ should contact Mrs. Kristinia Davis at kris.davis@sullivancountyttn.gov. In no case will verbal communication override written communications or documentation.

From the period beginning on the date of the issuance of this RFQ and ending on the date of the award of the contract, no candidates submitting in response to this RFQ, nor any individuals, consultants, or affiliates of such candidates shall contact through any means or engage in any discussion regarding this RFQ, the selection process, or contract award with any member of the school system, school board, County Mayor, or any member of the County Commission, apart from the designated point of contact referenced above in regard to clarification requests. Any such contact may be grounds for the disqualification of the submittal.

The original RFQ document and nine copies plus one electronic copy on flash drive must be delivered to the following on or before Friday, February 26, 2016 at 2:00 p.m.:

Kristinia Davis, Purchasing Agent
2nd Floor – Sullivan County Historic Courthouse
3411 Highway 126 – Suite 201
Blountville, TN 37617-0569

All costs related to the preparation, submission, or presentation of this proposal are the responsibility of the respondent and will not be assumed in full or part by the Sullivan County Department of Education. It is the responsibility of the respondent to see that the school system receives all materials on or before the specified closing date and time.

RFQ shall be offered in strict conformance to the language, specifications, terms and conditions. RFQ shall be completed in totality and signed by an authorized agent of the responding firm.

This solicitation does not commit Sullivan County or the Board to award a contract. Sullivan County has the right to accept or reject any/all RFQs; to waive any informalities, technicalities or irregularities; to request clarification or additional information from any responding firm during evaluation and interview processes; to reject any response if the responding firm is not in a position to perform the services; or, to reject a response based on unacceptable provisions from the responding firm. In addition, Sullivan County reserves the right to disqualify any RFQ submittal, before or after opening, upon evidence of collusion with the intent to defraud or any other such illegal practices conducted by any responding firm. Any remedies in a responding firm's submittal, including agreement, license agreement, terms, conditions, literature, etc., that may be considered an agreement to waive the legal rights of the citizens of Sullivan County shall be considered cause for rejection.

RFQ submittals will not be publicly opened; only the names of the responding firms will be publicly announced and recorded by the Sullivan County Purchasing Agent. RFQ submittals will become the property of Sullivan County and will remain confidential until the qualifying, interview and selection processes have been concluded. Any information submitted within the proposal is subject to release as provided for by the governing authorities. Sullivan County and the Board will take reasonable efforts to protect any information marked "confidential". However, it is understood that the school system will have no liability for disclosure of such information. Any proprietary or otherwise sensitive information contained in or with any submittal is subject to potential disclosures.

Failure of Sullivan County to enumerate any Federal, State or County legislation in its entirety in the RFQ is not cause for the responding firm to exclude same.

By submission of a proposal, the consultant certifies total compliance with Title VI and VII of the Civil

Rights Act of 1964, as amended, and all regulations promulgated thereunder.

The selected firm will be required to maintain Professional Liability Insurance, at its cost and expense for the duration of the awarded contract. The insurance required under the contract shall not be cancelled or materially changed unless the selected firm provides at least thirty (30) days prior written notice to the Sullivan County Purchasing Agent.

Each responding firm must provide information on the Professional Liability Insurance carried by your firm.

Sullivan County is exempt from sales tax. Certificates of tax exemption will be provided to the selected firm, upon request.

If the responding firm currently has pending litigation and/or has ever been involved in arbitration or had legal action taken against it on any project similar to the project described herein, include a brief description of the action and the resolution. Likewise, if this section is not applicable, please include a statement indicating same.

Any agreement resulting from the request for proposal submitted shall be governed by the laws of the State of Tennessee.

II. Background

Sullivan County Board of Education recently completed a facilities study to determine efficiency in regard to facilities. The facilities study reviewed current facilities, anticipated future enrollments, and recommended a plan of action. This study revealed that several facilities are operating at rates much lower than maximum capacity. The middle school facility proposed will serve an estimated 700 students and include all athletic programs.

III. Proposal Submittal Instructions

A. General Information

An original and nine copies plus an electronic copy must be received by Friday, February 26, 2016 at 2:00 p.m. Submittals shall be forwarded by US Mail, Courier and/or Hand-Carried and they must be presented in a sealed envelope or box clearly marked with **RFQ E2016-MSC “Sealed Proposal-Architectural Services For a Middle School Complex”**. Electronic submittals (phone, fax or e-mail) are not acceptable! Sullivan County is not responsible for delays in mail/courier delivery services. **LATE RESPONSES WILL NOT BE ACCEPTED!**

1. Legal name of the firm; Address; email and telephone; Name and title of respondent; Names of Principals; and Years in business.
2. List categories in which firm is legally qualified to do business. Document licenses and registrations where applicable.

3. Provide information concerning the firm's currently available insurance coverages including policy limits.
4. Firm history including names of all officers/owners.
5. List any instances where your firm has defaulted on a contract, failed to complete any work awarded, or been involved in any work related litigation.

B. Relevant Experience

Provide information regarding your firm's overall experience in K-12 education facility design. Include detailed information on your five (5) most recent projects. Information should include:

1. Description of Project;
2. Beginning and end dates of project (including construction); as well as the original timeline;
3. Square footage; finished square footage as well as proposed square foot
4. Project construction cost; as well as the original estimated cost;
5. Owner name and contact information
6. Relevant photographs and/or drawings.

C. Project Schedule

Provide a typical schedule of services associated with a new school construction including preliminary design, construction documents, review process, and estimated construction schedule.

Proposal Timeline Summary

EVENT	DATE(S)	TIME	LOCATION
Proposal Opens	January 26, 2016	8:00 AM	http://www.sullivank12.net/proposals http://sullivancountyttn.gov/node/73
Final Questions Due	February 12, 2016	2:00 PM	kris.davis@sullivancountyttn.gov
Final Addendum	February 17, 2016	2:00 PM	http://www.sullivank12.net/proposals
Proposal Due Date & Time	February 26, 2016	2:00 PM	3411 Highway 126 Suite 201 Blountville, TN 37617
SC BOE Evaluation of Proposals	March 3, 2016	4:30 PM	Sullivan County Department of Education 154 Blountville Bypass Blountville TN, 37617
Presentation of Selected Proposals	March 21-24, 2016	TBD	Sullivan County Department of Education 154 Blountville Bypass Blountville TN, 37617
Anticipated Notice of Selection	TBD	TBD	Sullivan County Department of Education 154 Blountville Bypass Blountville TN, 37617

D. Project Team

Identify the specific personnel who are intended to be assigned to this project if selected. Please include a brief resume for each person on the project team highlighting related experience.

Identify any sub-consultants who would be utilized in this project. Please include a brief resume for each highlighting related experience.

E. References

Provide a list of at least five (5) references including client name, contact, address, telephone number, and email address.

F. Other Qualifications

Submit any additional information which the firm believes may assist the Board in evaluating the firm's professional qualifications, experience, and ability to perform the architectural services necessary for this project. Include why the firm thinks it can provide the Board with better architectural services than any of the other firms submitting.

Any firm submitting a proposal agrees and consents to the right of Sullivan County and the Board to verify the accuracy and completeness of any information submitted; the right of the Board to contact references; and the right of the Board to reject any and all proposals and to select a firm based solely on its discretion.

RFQ SUBMITTAL STATEMENT

RE

RFQ #E2016-MSC

NAME OF RESPONDING FIRM _____
PLEASE PRINT

THE UNDERSIGNED IS AN AUTHORIZED REPRESENTATIVE OF THE FIRM INDICATED ABOVE AND CERTIFIES THAT THE INFORMATION AND ACCOMPANYING DOCUMENTS IN THIS RFQ SUBMITAL ARE ACCURATE AND TRUE.

THE UNDERSIGNED HAS READ AND UNDERSTANDS THE EXTENT AND CHARACTER OF THE PREREQUISITES AND HAS CONFORMED TO THE SPECIFIED CONTENT AND FORMAT REQUIREMENTS.

THE UNDERSIGNED FURTHER ACKNOWLEDGES THAT FAILURE TO SUBMIT A RFQ WHICH CONFORMS TO THE SPECIFIED CONTENT AND FORMAT REQUIREMENTS WILL BE SUFFICIENT CAUSE TO DISQUALIFY THE FIRM. ADDITIONALLY, MATERIAL DEFICIENT OR INCOMPLETE RESPONSE WILL BE CAUSE TO DISQUALIFY THE FIRM.

AUTHORIZED REPRESENTATIVE: _____
PLEASE PRINT

PHONE _____ / FAX _____ / E-MAIL _____

AUTHORIZED SIGNATURE: _____ DATE _____