

**Hartsville/Trousdale County Government  
Request for Qualifications**

**for**

**Design Services for All-Inclusive Playground Site**

**at**

**Trey Park**

**Issued by:**

**Hartsville/Trousdale County Government**

**RFQ 2023-001**

**Office of the Hartsville/Trousdale County Mayor**

Attn: Stephen Chambers

Address: 328 Broadway, Room 6

Hartsville, Tennessee

Office: 615-374-2461

Fax: 615-374-3948

Email: [contact@trousdalecountyttn.gov](mailto:contact@trousdalecountyttn.gov)

**July 14, 2022**

## **COMPLIANCE WITH REGULATIONS**

Submitting firms acknowledge that work under this project shall be governed by and construed in accordance with the laws of the State of Tennessee. Any submitting firm agrees that they will be subject to the exclusive jurisdiction of the courts of the State of Tennessee in actions that may arise under this project. Submitting firms acknowledge and agree that any rights or claims against the Hartsville/Trousdale County Government or its employees hereunder, and any remedies arising therefrom, shall be subject to and limited to those rights and remedies, if any, available under Tennessee Code Annotated, Sections 9-8- 101 through 9-8- 407.

Submitting firms are assumed to be familiar with and observe and comply with those Federal, State, and local laws, ordinances, and regulations in any manner affecting the conduct of the work. Submitting firms shall observe and comply with those laws, ordinances, regulations, instructions, and orders in effect. Submitting firms hereby agree that failure to comply with this provision shall constitute a material breach of this agreement and subject the firm to the repayment of all damages suffered by the Hartsville/Trousdale County Government as a result of said breach.

Nothing in this request shall require the firms to observe or enforce compliance with any provision thereof, perform any other act or do any other thing in contravention of any applicable state law, provided, that if any of the provisions of this request violate any applicable state law, the responding firm will at once notify the Hartsville/Trousdale County Government in writing in order that appropriate changes and modifications may be made.

## REQUEST FOR QUALIFICATIONS (RFQ)

# Design Services for Inclusive Playground at Trey Park

### **1.0 Introduction**

The Hartsville/Trousdale County Government has been awarded a Local Parks and Recreation Grant by the Tennessee Department of Environment and Conservation. The County wishes to engage a qualified engineering or landscape architecture firm to assess the constructability of an all-inclusive playground and provide site design services for that project. Trey Park is the selected park for this project. It has a pre-existing playground that the County wishes to renovate with an all-inclusive playground that fits the needs of our community.

### **2.0 Scope of Work**

The scope of work is as follows:

- Review the site and existing conditions
- Conduct field-run survey to include location of all utilities
- Assess constructability challenges and provide potential options/solutions
- Develop site design with cost estimates
- Coordinate with utility providers as necessary
- Prepare detailed site design/bid documents and update cost estimate
- Review bids and provide recommendation
- Conduct Pre-construction meeting
- Provide periodic site inspections and construction administration services during construction
- Review pay requests
- Conduct final inspection
- Close out Project

Summary: Under this proposed services agreement, the County desires the site of the inclusive playground designed and constructed.

### **3.0 Required Qualifications**

Responses to this RFQ should demonstrate that the proposing firm/team has the following qualifications and experience:

- Extensive experience in planning/designing all-inclusive playgrounds.
- Extensive experience in working with multiple playground vendors.
- Knowledge and experience of managing construction of similar projects.
- Experience with ADA compliance as it relates to playgrounds
- Heavy consideration will be given to the relevant experience and qualifications of the project manager and other team members; and
- The firm must have an established local office within the State of Tennessee.

#### **4.0 Statement of Qualifications**

The Hartsville/Trousdale County Government assumes no obligation in this general solicitation of Statements of Qualifications and all costs and expenses of responding to this RFQ shall be borne by the interested firms or individuals. Firms must submit 4 copies of their Statement of Qualifications package that contains the following sections:

**Letter of Commitment.** The Letter of Commitment, addressed to:

Cliff Sallee, Public Works Director  
Hartsville/Trousdale County  
328 Broadway, Room 6  
Hartsville, TN 37074

The letter should identify the lead firm and contact person, and other firms (if any) included on the team. The letter must identify the proposed project manager and other key staff of the team and commit them to the contract if the team is selected. A Letter of Commitment should be included for each additional firm (if any) that is a member of the team. The letter must also state that the Statement of Qualifications shall remain in effect and will not be withdrawn for 90 days from the due date. Letters of Commitment should be signed by the duly authorized official of the firm/s.

**Scope of Work.** The Statement of Qualifications must include a statement that briefly summarizes the team's understanding of the work to be accomplished, with specific reference to the tasks described in the Scope of Work. The statement should also demonstrate that each member of the proposing team has a clear understanding of the work they may be asked to perform.

**Statement of Approach.** The work under this project requires specific expertise. This section of the Statement of Qualifications should describe the team's plan to accomplish the project. The Statement of Approach should include at a minimum: the team's approach to kick off the project; and the team's approach to staff assignment to areas of specialized need; and the firm's step-by-step overall general approach to accomplish the scope of work. Firms are encouraged to submit relevant samples of similar projects.

**Qualifications / Relevant Experience.** This section of the Statement of Qualifications should describe how the lead firm and any subcontracting firms are qualified to conduct the various tasks listed in the Scope of Work and should summarize the experience of the lead firm and any subcontracting firms on similar projects. Include qualifications and experience of the firm and the project team, with particular emphasis placed on similar projects.

**Key Staff.** Resumes for the proposed project manager and other key members of the team must be provided in the Statement of Qualifications. Information regarding State of TN professional engineering licensure and other related certifications should be included. Firms must also include an organizational chart of the team listing the specific specialties of each key staff member. The project manager is the most important member of the team. This person will serve as the single point of contact for the project. It is strongly recommended that the proposed Project Manager be the person that will have actual hands-on responsibility for producing work products and directly managing day-to-day activity on assigned work

tasks. This section should include a statement addressing the availability of personnel to work on this specific project.

**5.0 Selection Process.**

The proposals will be evaluated by a Professional Services Selection Committee that includes the Mayor, County Commission Chairman and a third member appointed by the Mayor and Chairman. Award shall be made to the responsible firm whose proposal is determined to be the most advantageous, taking into consideration the evaluation factors set forth below. Each proposal will be ranked on a 100 point scale. The maximum score is 100. No cost information is to be submitted in initial responses to this RFQ.

<b>VALUE</b>	<b>CRITERION</b>	<b>STANDARD</b>
30	Scope/Approach	Does the proposal reflect a thorough, thoughtful, creative approach to the task? Is there evidence of a clear understanding of the project objectives, methodology to be used and results that represent goals desired from the project?
40	Experience	What specific applicable experience does the firm possess? What projects demonstrate relevant experience? Overall, how qualified is the firm to perform the specific elements in the scope of work?
30	Assigned Personnel	Do the persons who will be working on the project have the necessary skills? Are sufficient people with the requisite skills assigned to the project?

Based upon the evaluation of the written proposals, the highest-ranking firm(s) may be requested to participate in an in-person interview. If multiple interviews are conducted, they will be subsequently ranked in order of ability to perform the work as demonstrated through the personal interviews.

The County reserves the right to (1) reject any or all responses, (2) waive informalities in a response, (3) select a firm or individual who has submitted a fully responsive Statement of Qualifications and who is determined by the County to be a professional, qualified firm or individual to be in the best interest of the County, or (4) take whatever action or make whatever decision it determines to be appropriate.

**6.0 Negotiations.**

Once the most qualified firm is selected a cost proposal will be requested. Based on the information submitted and internal budgetary considerations, it may be necessary to adjust the Scope of Work based on funding limitations and input from the selected firm. If negotiations cannot produce a contract, an impasse will be declared, and we will open negotiations with the second ranked firm. If agreement cannot

be reached with the second ranked firm, contract negotiations are begun with the third ranked firm. This process continues until all interviewed firms are exhausted or a firm is awarded a contract.

### **7.0 Insurance.**

Without limiting its liability, the selected consultant shall maintain, during the life of the contract: Worker's Compensation Insurance, Comprehensive General Liability Insurance, Automobile Liability Insurance, and Consultant's Professional Liability Insurance. This coverage may not be canceled, reduced or allowed to lapse without written notice to the County.

### **8.0 Iran Divestment Act Requirements**

Pursuant to Tennessee Code Annotated § 12-12-106 (as enacted by Chapter 817 of the Public Acts of 2016) every firm submitting a bid, proposal, or qualifications statement to the County shall complete the certification form found in Appendix B.

### **9.0 Conflict of Interest**

Each firm must sign and notarize the County's Conflict of Interest form attached as Appendix B.

### **10.0 Form of Contract.**

The County anticipates that this procurement will result in a contract with one firm. While the selected firm may propose a contract form, the County reserves the right to require modifications to the proposed form or use a contract form of its choosing. Consulting fees shall be paid monthly upon satisfactory completion of work tasks within each individual work order.

### **11.0 Due Date / Instructions for Submission.**

The Request for Qualifications (RFQ) for the Design Services for Inclusive Playground at TreyPark may be downloaded from the County's Website ([https://www.trousdalecountyttn.gov/bid\\_list/index.php](https://www.trousdalecountyttn.gov/bid_list/index.php)); or via Vendor Registry on or after July 14, 2022. Alternately, a printed version of the RFQ may be obtained from the County by written or email request to:

Hartsville/Trousdale County  
Attn: Stephen Chambers  
328 Broadway. Room 6  
Hartsville, TN 37074  
[contact@trousdalecountyttn.gov](mailto:contact@trousdalecountyttn.gov)

The deadline for technical questions is 2:00 PM, local time, Monday, July 25, 2022. All technical questions must be submitted electronically via e-mail. No answers will be given over the phone. Written answers, including any amendments to the RFQ, if necessary, will be posted on the County's website and Vendor Registry no later than close of business on Tuesday, July 26, 2022.

Four copies of the Statement of Qualifications must be received by the County at the address above no later than 10:00 AM CST on Thursday, July 28, 2022. Statements of Qualifications not received by that time and date will not be considered, and will be returned, unopened, to the proposing firm. The anticipated procurement schedule is summarized in Appendix B.

# APPENDIX A

## IRAN DIVESTMENT ACT REQUIREMENTS

Pursuant to *Tennessee Code Annotated* § 12-12-106 (as enacted by Chapter 817 of the Public Acts of 2016) the chief procurement officer for the State of Tennessee shall publish a list of persons determined to be engaging in investment activities in Iran. The list is posted on the website of the Tennessee General Services Department's Central Procurement Office\*. When competitive bidding is required, *Tennessee Code Annotated* § 12-12-111 requires every bid or proposal submitted to a local government for goods or services to include the following statement, subscribed or affirmed by the bidder as true under the penalty of perjury:

### CERTIFICATION

**By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to *T.C.A.* § 12-12-106.**

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***Signature***

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***Date***

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***Printed Name***

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***Title***

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***Name of Firm/Company***

\* <https://www.tn.gov/generalservices/article/Public-Information-library>

**APPENDIX B-CONFLICT OF INTEREST STATEMENT**

The affiant states with respect to this Proposal to Hartsville/Trousdale County, Tennessee:

I (we) hereby certify that if the contract is awarded to our firm that no member or members of the governing body, elected official or officials, employee or employees of said County, or any person representing or purporting to represent the County, or any family member including spouse, parents, or children of said group, has received or has been promised, directly or indirectly, any financial benefit, by way of fee, commission, finder's fee or any other financial benefit on account of the act of awarding and/or executing a contract.

I hereby certify that I have full authority to bind the company and that I have personally reviewed the information contained in the RFQ and this proposal, and all attachments and appendices, and do hereby attest to the accuracy of all information contained in this proposal, including all attachments and exhibits.

I acknowledge that any misrepresentation will result in immediate disqualification from any consideration in the proposal process.

I further recognize that Hartsville/Trousdale County reserves the right to make its award for any reason considered advantageous to the County. The company selected may be without respect to price or other factors.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Name \_\_\_\_\_ Phone \_\_\_\_\_ Title \_\_\_\_\_  
Firm Name \_\_\_\_\_ Type of business \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_

**Notary**

State of \_\_\_\_\_  
County of \_\_\_\_\_

The foregoing document was acknowledged before me this the \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_

Notary Signature  
My Commission Expires: \_\_\_\_\_



# APPENDIX C

## ANTICIPATED PROCUREMENT TIME SCHEDULE

July 14, 2022: RFQ Issued

July 25, 2022 at 2:00pm: Deadline for Technical Questions

July 26, 2022: Response to Technical Questions Published on County's Website

July 28, 2022 at 10:00am: Statements of Qualifications Due

August: Contract Award (Tentative)