

**MONROE COUNTY, TENNESSEE**

**Request for Qualifications  
For  
Architectural Services  
For  
Monroe County Health Department**

**RFQ Number – CGD1206-03-24**

**Date: March 25, 2024**

**Monroe County  
Madisonville, Tennessee 37354  
(423) 442-9383**

**RFQ Prepared By:**

**Request for Qualification Number:**

**Monroe County Finance Department**

**CGD1206-03-24**

**March 25, 2024**

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Sealed RFQ, subject to the specifications and conditions contained herein and attached hereto, will be received in the Finance Department, J.P. Kennedy Building, until, but no later than **2:00 P.M. (EST.)** local time prevailing **March 25, 2024**, and then opened and scored for the Architectural Services for Monroe County Health Department as authorized by the Monroe County Board of Commissioners.

No RFQ can be withdrawn after the scheduled closing time for receipt of qualifications for sixty (60) calendar days.

To be considered, your RFQ must be submitted on a copy of this Request for Qualification. Bidder/Proposers shall sign this form in the space provided and submit the RFQ document to Monroe County Department of Finance, 103 College Street South Ste. 9, Madisonville, TN 37354. RFQs shall be returned in the enclosed bid envelope, properly completed and sealed. RFQs will not be accepted via fax machine or e-mail.

Time is of the essence and RFQs received after the announced time and date for submittal, whether by mail or otherwise, will be rejected. The date and time stamp in the Finance Department shall determine the time of receipt. Bidder/Proposers are responsible for ensuring that the Finance Department personnel stamp their RFQ before the deadline indicated. Late RFQs received will be so noted in the bid/proposal file so that the vendor's name will not be removed from any future bid/vendor list.

If you desire not to quote on the Request, please forward your acknowledgment of NO BID. Return of the "Terms and Signature Sheet" with authorized signature and indication of NO BID is appropriate. Failure to comply may cause for removal of your company's name from the bid/vendor list for the subject commodity.

It is the policy of Monroe County, Tennessee to ensure compliance with Title VI of the Civil Rights Act of 1964; 49 CFR, Part 21. No person shall be excluded from participation in or be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance on the grounds of race, color, sex, disability, or national origin.

**1. Award**

The County reserves the right to reject any or all Bids/Proposals, including without limitation, nonconforming, nonresponsive, unbalanced, or conditional Bids/Proposals. The County further reserves the right to reject the Bid/Proposal of any Bidder/Proposer whom it finds, after reasonable inquiry and evaluation, to not be responsible. The County may also reject the Bid/Proposal of any Bidder/Proposer if the County believes that it would not be in the best interest of the Project to make an award to the Bidder/Proposer. The County also reserves the right to waive all informalities not involving price, time, or changes in the Work and to negotiate contract terms with the Successful Bidder/Proposer. More than one Bid/Proposal for the same work from an individual or entity under the same or different names will not be considered. Reasonable grounds for believing that any Bidder/Proposer has an interest in more than one Bid/Proposal for the Work may be cause for disqualification of the Bidder/Proposer and the rejections of all Bids/Proposals in which that Bidder/Proposer has an interest. If the Contract is to be awarded, the County will award the Contract to the Bidder/Proposer whose Bid/Proposal is in the best interest of the Project. Disputes arising from the award of the Bid/Proposal must be submitted in writing to the Monroe County Purchasing Agent and received no later than three (3) calendar days from the contract award date. In the event, that no funds are appropriated by the County for the goods and services specified or insufficient funds exist for future orders, the County is under no obligation to make a contract award, contract renewal, or purchase.

**2. Preparation of Bids/Proposals**

- (A) Bidder/Proposers are expected to examine all Bid/Proposal documents. Failure to do so will be at the Bidder/Proposer's risk.
- (B) Each Bidder/Proposer shall furnish all information required by the Request. The Bidder/Proposer shall sign the Bid/Proposal documents; erasures or other changes shall be initialed by the person signing the offer.
- (C) Unit price shall include freight unless otherwise specified in the request. In case of a discrepancy between any unit price and an extended price, the unit price shall govern.
- (D) Bidder/Proposers must state a definite time for delivery of supplies or performance of services unless otherwise specified in the invitation.
- (E) Delivery time, when stated as a number of days, will include Saturdays, Sundays, and holidays.

**3. Availability of Requested Items**

Bidder/Proposers must accept responsibility for verifying the availability of specified items before submission of Bid/Proposal. Bidder/Proposer shall notify the County no less than 96 hours before the Bid/Proposal deadline per Tennessee Code Annotated (T.C.A.) § 12-4-113 if specified items are discontinued, replaced, or will not be available for an extended period.

**4. Restrictive or Ambiguous Specifications**

It is the responsibility of the prospective Bidder/Proposer to notify Monroe County Purchasing if there is a question as to the specifications or bid/proposal procedures being formulated in a manner that would unnecessarily restrict competition. Any such question must be received no less than 96 hours before the Bid/Proposal deadline per T.C.A. § 12-4-113. These requirements also apply to specifications or procedures that are in error or ambiguous.

**5. Delivery**

Delivery will be f.o.b. destination unless otherwise specified in the Bid/Proposal document. This will apply to regular stock items and special items that must be ordered directly from the manufacturer.

**6. Federal Tax and State Sales Tax**

Purchases by the County are not subject to any state sales or federal excise taxes. Exemption certificates shall be furnished by the County upon the Contractor's request.

**7. Addenda**

No modifications to the Bid/Proposal shall be binding upon the County unless made in writing by an authorized representative of the Monroe County Purchasing Department. Bid/Proposal addenda, if issued, is posted on the County's website: [www.monroetn.com](http://www.monroetn.com). Before submitting a Bid/Proposal, it is the responsibility of the Bidder/Proposer to ascertain that they have received all addenda issued and bid/propose accordingly. No addenda will be issued later than 48 hours before the Bid/Proposal deadline per T.C.A. § 12-4-113.

**8. Submission of Bids/Proposals**

- (A) Bid/Proposal shall be enclosed in a sealed envelope and addressed to the Monroe County Purchasing Department, 103 South College Street, Madisonville, TN 37354. The name and address of the Bidder/Proposer shall be identified on the face of the envelope along with the Bid/Proposal number and title. Bids/Proposals for construction projects exceeding \$50,000.00 must include the required contractor license information on the face of the envelope per T.C.A. § 62-6-119.
- (B) The County does not accept Bids/Proposals by facsimile or any electronic transmission. See Clause 9 under Terms and Conditions of the request for Bid/Proposal regarding Bid/Proposal modifications or withdrawal.
- (C) Samples of items, when required, must be submitted within five (5) calendar days and at no expense to the County unless otherwise specified by the County. If not consumed by testing, samples will be returned at Bidder/Proposer's request and expense unless otherwise specified in the Invitation.

**9. Modification or Withdrawal of Bids/Proposals**

Bids/Proposals may be modified or withdrawn by signed written notice to Monroe County Purchasing or in person by an authorized Bidder/Proposer representative provided the modification or withdrawal is received prior to the Bid/Proposal deadline. A Bidder/Proposer representative making a modification in person shall have proper identification and shall initial the change. The Bidder/Proposer representative shall sign a receipt for the withdrawal of a Bid/Proposal. A telegraphic notice with an authorized signature would be acceptable for Bid/Proposal modification or withdrawal. It is the Bidder/Proposer's responsibility to confirm receipt of the modification or withdrawal. The telegraphic communications shall not reveal the Bid/Proposal price but shall provide the addition, subtraction or other modifications so that the final prices or terms will not be known by the County until the sealed bid is opened.

**10. Late Bids/Proposals**

It is the responsibility of the Bidder/Proposer to deliver their Bid/Proposal or modification on or before the deadline date and time. The time of record will be the date/time stamp of the Monroe County Finance Department. Late bids/proposals will not be considered or returned.

**11. Qualifications of Bidder/Proposers**

In evaluating Bid/Proposal, the County will consider whether or not the Bid/Proposal complies with the prescribed requirements, and such alternates, unit prices and other data, as may be requested in the Bid/Proposal form or prior to the Notice of Award. The County will consider the qualifications of Bidder/Proposer and may consider the qualifications and experience of Subcontractors, Supplies, and other individuals or entities proposed for those portions of the work which the identity of Subcontractors, Suppliers, and other individuals or entities must be submitted. The County may conduct such investigations as the County deems necessary to establish the responsibility, qualifications, and financial ability of Bidder/Proposers, proposed Subcontractors, Suppliers, individuals, or entities proposed for those portions of the Work in accordance with the Contract Documents. The County may make such investigations as are deemed necessary to determine the ability of the Bidder/Proposer to perform the work and the Bidder/Proposer shall furnish all such information and data for this purpose as the County may request. The County reserves the right to reject any Bid/Proposal if the evidence submitted by the investigation of such Bidder/Proposer fails to satisfy the County that such Bidder/Proposer is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein.

**12. Subcontracts**

The Bidder/Proposer is specifically advised that any person, firm, or other party to whom it is proposed to award a subcontract under this contract must be acceptable to and approved by the County.

**13. Non-Collusion**

The requirements of State and Federal Antitrust Law, as well as the terms and conditions of the Bid/Proposal, require that all decisions made as to matters concerning this Bid/Proposal be made on an individual firm basis. By signing this Bid/Proposal, the Bidder/Proposer certifies that no company employees, agents, or representatives colluded in any respect with any other person or firm as to the terms and conditions of the company's Bid/Proposal. Any concerted activity with respect to this Bid/Proposal will be reported to the Antitrust Division of the Office of Attorney General, State of Tennessee.

**14. Compliance with Applicable Laws**

The Bidder/Proposer shall comply with all laws relating to the manufacture, sale and purchases of items or services by County Governments insofar as they pertain to the purchase made under this contract.

**15. Bid/Proposal Acceptance**

Bid/Proposal prices quoted shall be subject to acceptance by the County for a period of sixty (60) calendar days from the Bid/Proposal deadline, unless Bidder/Proposer indicates otherwise in their Bid/Proposal. If awarded the Bid/Proposal within the time frame specified, Bidder/Proposer agrees to furnish all services described or specified

**16. Acceptance of Bid/Proposal Content**

The successful contractor's bid/proposal content shall become a contractual obligation if procurement action ensues. Failure of the successful Bidder/Proposer to accept these obligations in a contractual agreement may result in cancellation of the award.

**17. Notification to County**

If no Bid/Proposal is to be submitted in response to this Bid/Proposal, it is not necessary to return the request; however, notice should be given to the County if the recipient wishes to remain on the County's Bidder/Proposer list for future solicitations.

**18. Standard Contract**

The County reserves the right to incorporate standard county contract provisions into any contract negotiated as a result of any Bids/Proposals submitted in response to the Request for Bid/Proposal.

**19. News Releases**

News releases pertaining to this procurement or any part of the Bid/Proposal shall not be made without the written approval of the County Purchasing Director.

## Terms and Conditions of Purchase

### 1. Definitions

- A. The "County" is Monroe County, Tennessee, and includes its designated representatives.
- B. The "Contractor" is those mentioned as such "contractor, seller, vendor, supplier", in the contract and includes their designated representatives.
- C. The "Specifications" include instructions to vendors, the terms and conditions of purchase, the definitions and the technical specifications of the work.
- D. A "Subcontractor" is a person, firm or corporation having a contract with the Contractor to furnish labor and materials or both, or who perform services of the project.
- E. "Calendar Days" are consecutive days, as occurring on a calendar without regard to the day of the week, month, year, or holidays.
- F. The National Institute of Governmental Purchasing (NIGP) Online Directory of Procurement Terms, at [www.nigp.org](http://www.nigp.org), will govern on questions as to any other definition in this contract.

### 2. Contract Terms

Upon award, the performance of the contract shall be covered solely by the terms and conditions set forth herein. Authorization to furnish goods/services will be made via purchase order, or blanket order as appropriate, signed by the County Purchasing Agent and Finance Director or other designated personnel. Any language contained on any invoice, shipping order, bill of lading or other document furnished by the seller at any time and the acceptance by the County of any goods/services to be furnished hereunder accompanied by any such document shall not be construed as an acceptance by the County of any terms or conditions contained in such document which are inconsistent with the terms and conditions set forth in this Invitation. Any different or additional terms contained in the seller's acceptance are hereby objected to.

### 3. Contract Modification

The contract expresses the complete agreement of the parties. Any changes hereto must be in writing and signed by the County Purchasing Agent. No other individual is authorized to modify the contract in any manner.

### 4. Delivery Requirement

To insure adequate service level to the people, the County requires that all goods or services ordered will be delivered when specified. Time is, therefore, the essence of this contract. If deliveries are not made or services performed at the time agreed upon, the County reserves the right to cancel and purchase elsewhere and hold seller accountable therefore.

### 5. Transportation Charges

When terms of delivery or conditions of this order are f.o.b. destination, all transportation charges shall be paid by the seller.

### 6. Packaging

The County will not be liable for any charges for packaging, crating, carting, drayage, or storage in excess of the purchase price of this order unless stated otherwise herein.

### 7. Quantities

The County assumes no obligation for articles or materials shipped in excess of the quantity ordered hereunder. Any unauthorized quantity is subject to the County's rejection and return at seller's expense.

### 8. Indemnification and Insurance

If any work covered by this contract is to be done on the County's premises, Contractor agrees to carry liability and Worker's Compensation insurance satisfactory to the County and to indemnify the County against all liability, loss and damage arising out of any injuries to persons and property caused by the Contractor, his employees or agents. The Contractor will furnish written evidence of such insurance coverage if requested.

### 9. Inspection and Acceptance

The Contractor shall be responsible for all material or service until they are delivered and accepted. No material or service received by the County pursuant to this contract shall be deemed accepted until the County has had reasonable opportunity to inspect said material or service. All material discovered to be defective or does not conform to any warranty of the seller herein, upon initial inspection or at any later time if the effects contained in the material were not reasonably ascertainable upon inspection, may be returned at the seller's expense for full credit or replacement. No goods returned as defective will be replaced without buyer's written authorization. Such return shall in no way affect the County's discount privileges or exclude any other legal, equitable or contractual remedies the County may have therefore. Performance of services shall be completed to the County's satisfaction.

### 10. Warranty

The seller expressly warrants that all goods and work covered by this contract will conform to each and every specification, drawing, sample or other description which is furnished to or is adopted by the County and that they will be fit and sufficient for the purpose intended, merchantable, of good material and workmanship, and free from defect. Such warranty shall survive delivery and shall not be deemed waived either by reason of the County's acceptance of said goods or work or by payments for them.

### 11. Invoices

Invoices shall be submitted to address as noted on Purchase Order. Invoices shall contain the following information: purchase order number, item number, contract description of supplies or services, quantities, unit prices and extended totals. Delay in receiving invoices and errors in omissions on statements or invoices will be considered just cause for withholding settlement without losing privileges.

## Terms and Conditions of Purchase

### 12. Notice and Service Thereof

Any notice to any contractor from the County relative to any part of this contract will be in writing and considered delivered and the service thereof complied when said notice is posted with said contractor or his authorized representative.

### 13. Acts of God

Neither party shall be liable for delays, or defaults in the performance of this contract due to Acts of God or the public enemy, riots, strikes, fires, explosions, accidents, governmental action of any kind or any other causes of similar character beyond their control and without their fault or negligence.

### 14. Patents

The seller guarantees that the articles described herein and the sale or use of them will not infringe upon any U.S. or foreign patent. The seller covenants that he will, at his own expense, defend every suit that may be brought against the County, or those selling or using the County's product (provided the seller is promptly notified of such suit and all papers therein are delivered to the seller) for any alleged infringement of any patent because of the sale or use of such articles and seller agrees that he will pay all costs, damages and profits recovered in any such suit.

### 15. Bankruptcy or Insolvency

In the event of any voluntary or involuntary proceedings by or against either party in bankruptcy or insolvency, or for the appointment of a receiver, trustee or an assignee for the benefit of creditors of the property of seller, or in the event of breach of any of the terms hereof including the warranties of the seller, the County may cancel this contract or affirm the contract and hold the seller responsible for damages.

### 16. Public Notice – Title VI of the 1964 Civil Rights Act

“No person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.”

Anyone who believes that an agency or local government receiving federal financial assistance has discriminated against someone on the basis of race, color, or national origin has a right to file a complaint within 180 days of the alleged discrimination. Inquiries and charges of violations concerning Title VI should be directed to the Human Resource Director of Monroe County.

### 17. Non-Conflict

No employee, officer or agent of The County shall participate in the selection, or award of, or administration of a contract if a conflict of interest, real or apparent, would be involved.

### 18. Provisions Required by Law Deemed Inserted

Each and every provision of law and clause required by law to be inserted in this contract will be deemed to be inserted herein and the contract will be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then upon application of either party the contract will forthwith be physically amended to make such assertion or correction.

### 19. Termination of Contract

The County reserves the right to terminate the contract at any time if any of the provisions of the contract are violated by the contractor or by any of his subcontractors, in the sole judgment and discretion of the Purchasing Agent. In the event of such termination, the Contractor shall be liable for any excess cost incurred by the County. If the contract is so terminated the County may purchase, upon such terms and in such manner as the County Purchasing Agent may deem appropriate, supplies or services similar to those so terminated and the Contractor will be liable for excess cost occasioned thereby. In the event the contract is terminated by the County for due cause, the vendor may be barred from bidding on County contracts for a period of 12 months.

The Contract may be canceled without cause by either party with the giving of written notice of no less than 60 calendar days. The contract may be canceled without cause by either party with the giving of written notice of no less than 60 calendar days.

# RFQ

## Monroe County Health Department Renovation

### Introduction:

Monroe County is accepting qualifications from interested and qualified firms to provide professional architectural engineering and programming services for Health Department Renovations including the following:

HVAC system and ductwork, LED lighting, painting inside, lowering the 2 middle windows and countertop to match the 2 outside ones. LVT flooring, new ADA front entry doors, new water fountain in the lobby with fill station, epoxy flooring in 6 restrooms, stainless steel countertops for the lab, build a cabinet at the end of the counter for the mini vaccine fridge, 2 new exterior doors in back with card readers on all exterior doors, replace carpet with LVT flooring, 12x16 metal awning over front entry doors of dental, security cameras, replace light in the back with LED, install hitch post, covered water trough and frost proof faucet in rear right corner in the grass for Amish patients.

### General Instructions:

1. Qualifications are due on **March 25, 2024, by 2:00 PM**
2. Any questions concerning this RFQ must be in writing and addressed to Morgan Isbill, Monroe County Purchasing Agent. Questions are due by **March 22, 2024, by 10:00 A.M.**

Monroe County Department of Finance  
103 College Street South, Suite 9  
Madisonville, TN 37354  
Telephone: (423)442-9383  
Fax: (423)442-7933  
Email: morgan.isbill@monroetn.gov

Sealed RFQ, subject to the specifications and conditions contained herein and attached hereto, will be received in the Finance Department, J.P. Kennedy Building, until, but no later than **2:00 PM** (EST) local time prevailing **March 25, 2024**. All RFQs will be reviewed, scored, and awarded accordingly.

To be considered, your RFQ must be submitted to Monroe County Department of Finance, 103 College Street South, Suite 9, Madisonville, TN 37354 Attn: Morgan Isbill. RFQ shall be returned in an enclosed envelope, properly marked and sealed. RFQ will not be accepted via fax machine or email.

Envelopes are to be marked under the mailing address with DO NOT OPEN RFQ INSIDE.

Supply two (2) copies of Qualification

**Evaluation Criteria:**

The following criteria will be used in the evaluation of qualifications for the award of this contract. Depending on the number of responses, a short list of offerors may be established for consideration for interviews and/or potential negotiations. Offerors are required to address each evaluation criteria and to be specific in presenting their qualifications.

- |   |                  |
|---|------------------|
| 1. General Qualifications of the Architect  | <b>20 Points</b> |
| 2. Specific project experience  | <b>30 Points</b> |
| 3. Personnel Qualifications: Who will be involved in the project and the percentage of their involvement. | <b>10 Points</b> |
| 4. Management and organizational approach.  | <b>20 Points</b> |
| 5. References and consideration of litigation history   | <b>10 Points</b> |
| 6. Design Approach  | <b>10 Points</b> |

**Proposal Format Requirements:**

Each response to the RFQ shall include the information described in this section. Provide the information in the specified order. Failure to include all of the elements specified may be cause for rejection. Additional information may be provided but should be relevant to the goals of the RFQ

All copies of the proposal should be bound or contained in loose-leaf binders. Use section dividers, tabbed following this Section as specified below.

**Cover Letter-** Include the flowing information:

- Title of this RFQ
- Name and mailing address of firm

Contact person, email address, telephone, and fax numbers.

**Signature Requirements:**

The cover letter must be signed by an officer empowered by the firm to sign such material and thereby commit the firm to the obligations contained in the RFQ response. Further, the signing and submission of a response shall indicate the intention of the proposer to adhere to the provisions described in this RFQ and a commitment to enter a binding contract.



## **Required Content of RFQ:**

### **Tab 1- General Qualifications of the Architect**

Describe the firm and provide a statement of the firm's qualifications for performing requested services. Identify that the principal is licensed to practice architecture in Tennessee. Identify the services that would be completed by your firm's staff and those that would be provided by any sub-consultants, if any. Identify any sub-consultants you propose to utilize to supplement your firm's staff. Include the firm's organizational chart.

### **Tab 2- Specific project experiences for renovations**

Describe your firm's experience in working with renovation projects. In your description, list the project name, location, type of facility, cost, and construction status. List projects completed in Tennessee and surrounding states.

### **Tab 3- Personnel Qualifications: Who will be involved in the project and the percentage of their involvement?**

Provide a brief summary of the qualifications and experience of each team member assigned to this project, including length of service with the firm and resume, and the qualification/experience of any sub-consultant staff on your project team. Also, include an organization chart of the staff available for this project and the designated project manager/lead for each applicable category. Provide what city the lead person is located in.

### **Tab 4- Management and organizational approach**

Show the ability to manage several projects simultaneously. Include present and anticipated workload. Provide a schedule showing Monroe County in your firm's schedule, showing each phase of design and anticipated completion date. Show demonstrated systematic approach to quality assurance and interdisciplinary coordination methodologies throughout the various phases of design and construction administration as well as demonstrated ability to meet time frames consistently. Show how you would keep the Government informed on the status of the project from start to finish.

### **Tab 5- References**

A minimum of five references describing previous work (include project data sheets) timeliness and ability to meet budget and schedule, how many change orders were issued on each project and were consultants or project managers involved. List client name, point of contact address and telephone number.

## **Tab 6- Design Approach**

Provide a detailed discussion of your firm's approach to the successful implementation of this project. Include thorough discussions of methodologies you believe are essential to accomplish all of the required tasks within the desired timeline.

### **Litigation Proceedings:**

The prospective Architect shall identify by name, docket number, and Court, all litigation to which the prospective Architect and/or Architect's firm has been a party from January 2014 to present. The prospective Architect and/or the prospective Architect's firm shall specify whether the professional license of said prospective Architect and/or Architect's firm has been subject to any suspension or revocation proceeding by any administrative tribunal from January 2014 to the present.

### **Terms and Conditions:**

1. Monroe County reserves the right to award or reject any RFQ in the best interest of the county. Further, Monroe County reserves the right to not award this RFQ to any proposer.
2. Monroe County reserves the right to award the contract to the next most qualified firm if the successful firm does not begin the contracted services within the prescribed thirty (30) day time period, the payment fee is not agreed upon or the firm declines the award of the contract.
3. The successful firm shall not discriminate against any person in accordance with federal, state or local laws.
4. Monroe County issues a no contact policy after the RFQ is issued.

