

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

Kristinia Davis
PURCHASING AGENT

PHONE 423/323-6400

FAX 423/323-7249

Kris.davis@sullivancountyttn.gov

REQUEST FOR QUALIFICATIONS

RFQ #1312018(KD)

ENGINEERING SERVICES

Related To Road Improvements and Extension

DUE ON OR BEFORE

Tuesday, February 6, 2018 (2:00PM)

The Offices of the Sullivan County Purchasing Agent on behalf of the Sullivan County Highway Department, is soliciting this Request for Qualifications (RFQ) to professional firms interested in providing engineering services related to road improvements and extension SR 357 (at Jericho Temple Drive) to School Entrance, 380 Lynn Road, Blountville, Tennessee.

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 is in quest of the highest quality, most reliable firm with standards excellence and superb response time 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.

The original RFQ document and one (1) copy must be delivered to the following on or before Tuesday, February 6, 2018 2:00pm:

Kristinia Davis, PURCHASING AGENT
2nd FLOOR – SULLIVAN COUNTY HISTORIC COURTHOUSE
3411 HIGHWAY 126 – SUITE 201
BLOUNTVILLE, TN 37617-0569

Submittals shall be forwarded by US Mail, Courier and/or Hand-Carried, must be presented in a sealed envelope and shall be clearly marked with **RFQ #1312018(KD)** on

the outside of the envelope. 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!**

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. Any erasures, strike overs and/or changes must be initialed in ink by the responding firm, prior to submittal.

It is the responsibility of each responding firm to ascertain that all requirements are satisfied and that all RFQs are presented and assembled in the format as solicited. It will be assumed that the firm has made investigations to be fully informed as to the extent and character of the requirements. 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.

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 the 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.

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.

By submission of this RFQ, the responding firm certifies compliance with Title VI and Title VII of the Civil Rights of 1964, as amended, and all regulations promulgated thereof.

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

The selected firm will be responsible for all processes, labor, materials, equipment and management necessary to provide the services specified. This RFQ does not commit Sullivan County to execute an agreement, to pay any costs incurred in the preparation of a RFQ or to contract for services.

For any questions regarding the request for qualifications, please contact Kristinia Davis at 423-323-6400 or by e-mail at kris.davis@sullivancountyttn.gov

RFQ SUBMITTALS

COMPLIANCE

All RFQ submittals must be in compliance with all requirements presented and should be prepared in a simple, complete, accurate and reliable presentation. By submission of a RFQ, the firm certifies total compliance with Title VI and Title VII of the Civil Rights Act of 1964, as amended, and all regulations promulgated thereof.

REJECTION/DISQUALIFICATION

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 the 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, if deemed in the best interest of Sullivan County. 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 the firm's response, 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. By submitting the Request for Qualification, each firm certifies that there exists no current or anticipated conflict of interest with the representation of the County as a design professional. In the County's sole judgment, failure to properly identify a conflict of interest may result in disqualification of a proposer or subsequent termination of the contract.

DISCLOSURE

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. During the qualifying, interview and selection processes, Sullivan County shall hold the contents of all correspondence, agenda, memoranda, discussions or any other medium which could disclose any aspect of the firm's proficiency in strict confidence, sharing only with the panel responsible for evaluating the qualifications, interviewing the potential firms and selecting the successful firm to perform the scope of services. Upon conclusion of the selection process, all documents pertinent to the RFQ submittals will constitute public records and will be subject to public inspection under Tennessee law.

VERBAL COMMUNICATION

In no case will verbal communication override written communications or documentation.

NO CONTACT

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 Highway Department, 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.

MISTAKE IN SUBMITTALS

If any responding firm discovers a mistake in its RFQ of a serious and significant nature which is unfavorable to it, prior to the authorization and issuance of a binding Contract, it may request consideration be given to modifying or withdrawing same. The mistake must be evident and provable. ANY MISTAKE REALIZED BY THE RESPONDING FIRM IN ITS RFQ SUBMITTAL WILL NOT BE CONSIDERED, SUBSEQUENT TO AUTHORIZATION AND ISSUANCE OF A BINDING CONTRACT.

STANDARD CONTRACT

Any responding firm who intends to use a standard contract for the project's scope of services must include a 'generic' standard copy of the contract language with the RFQ submittal.

PROFESSIONAL LIABILITY INSURANCE

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.

TAXES

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

PREVIOUS/PENDING LITIGATION

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.

QUALIFICATIONS-CONFORMITY

To be considered, each respondent must be a strong, professional, qualified, reputable engineering firm able to demonstrate its knowledge, experience and capabilities related to road improvements and extension, as outlined.

EXECUTIVE SUMMARY/PROFILE

- a. Firm Name, Business Address, and Telephone Number including a point of contact for additional information.
- b. Type of organization (individual, partnership or corporation) and year the firm was established.
- c. Profile of the firm's experience, qualifications and technical capabilities in conducting similar projects.
- d. Minimum of three (3) similar projects (refer to *REFERENCES* section below).
- e. Number of employees by discipline and/or primary function (specify if list is prepared for a branch office).
- f. Project team members' resumes.
- g. The firm's objective and approach for the design, property services for ROW acquisition, and preparation of plans and specifications for construction.
- h. The firm's estimated timeline for project schedule.

REFERENCES

Firms should have experience, references and training that is necessary to perform the specific scope of services. A minimum of three (3) references must be included with the RFQ submittals. References must reflect projects conducted by your firm during the past five (5) years which are similar in scope to the project described herein, the name/address/contact persons/phone/fax of the grantee or organization managing the titled projects, a general description of the scope of services rendered and the length of the projects.

Enclose Behind Cover Page "References"

SUBCONTRACTORS

If respondent intends to use subcontractors to perform work on any portion of this project, same must be submitted for prior approval by Sullivan County.

If applicable, please submit the following information:

1. The name of the subcontractor(s).
2. Number of years in business.
3. A general discussion of relevant experience.
4. Number of projects on which the responding firm and the subcontractors have worked together.
5. The specific tasks with which the subcontractors will be involved.
6. The physical location of the subcontractors' headquarters (county, state, city, address).
7. If this section is not applicable, please insert a statement indicating that responding firm is not intending to use subcontractors.

Enclose Behind Cover Page "Subcontractors"

BACKGROUND

In late 2016, the Sullivan County Commission passed a resolution enabling the Sullivan County School Board to acquire a certain parcel of property for a new, 1700-pupil high school off Lynn Road in Sullivan County. The site has since been acquired and preliminary design of that facility is underway. Groundbreaking and site work are expected in the coming few months and the facility is being planned for an opening in August 2020. Current routes to the site are on substandard roads for the expected traffic volume and are plagued with limitations from horizontal and vertical curvature and substandard intersections. This request is for the complete design services for tis approximately 3000-foot road section to provide adequate access to the new school site within the projected timeframe for opening. A preferred routing is shown schematically on the attached Figure.

PURPOSE AND SCOPE

The Scope of this project is to include all services attendant to design, property services for ROW acquisition, and preparation of Plans and Specifications suitable for construction. Sullivan County anticipates a three-lane roadway with a center, reversible bus lane and a minimum 60-foot right-of-way. A synopsis of the phases and deliverables follows:

Preliminary Engineering

NEPA Study (to the extent required by Federal Law)

Traffic Impact Study

Functional Design

Utility Coordination

Public Engagement

Due diligence meetings

Engineering Design

Preliminary Plans (60%)

ROW Plans (15%) (Some rights-of-way are owned by the City of Kingsport)

Final Construction Plans (25%)

Design Survey

Signal Design

Geotechnical Services

Environmental Permitting

Bidding Services

ROW Services

Appraisals, Reviews, Negotiations, Offers

Construction Estimate

Roadway Appurtenances

Signalization

Utility Relocation

PROPOSAL SUBMISSIONS AND SELECTION

I. Organization of the Submittal

The RFQ information shall be organized per the Submittal Format. The responder should submit a comprehensive, but concise RFQ submittal. Failure to provide any information requested in this RFQ may result in disqualification of the submitted proposal. The provision of copious and irrelevant material may also result in disqualification of the submitted proposal.

II. Submittal Review and Selection Process

Once the proposal submission deadline has passed Sullivan County shall evaluate RFQ submittals based on alignment with the RFQ requirements in order to select two or three candidates to be invited to an oral interview. The award shall be made to the responsible proposer that is determined to be the most advantageous to Sullivan County. All travel expenses to and from interview or oral presentation shall be the responsibility of the proposer.

III. Fee Proposal

Fee proposals are not required as part of this process. Professional services will be based on qualifications and interviews. Sullivan County will work with the selected firm to develop a detailed scope of services and fee proposal. If subsequent negotiations are unsuccessful, Sullivan County reserves the right to negotiate with the next highest ranking candidate in the event that the fee proposal is not acceptable and an agreed upon fee cannot be reached.

RFQ SUBMITTAL STATEMENT

RE

RFQ #1312018(KD)

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 _____

REFERENCES

SUBCONTRACTORS

OFFICE OF THE SULLIVAN COUNTY PURCHASING AGENT

COMPANY/CONTRACTOR AFFIDAVIT FORM 00010

THE AFFIANT STATES TO SULLIVAN 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 SULLIVAN COUNTY, TENNESSEE, OR ANY PERSON REPRESENTING OR PURPORTING TO REPRESENT SULLIVAN COUNTY, TENNESSEE, OR ANY FAMILY MEMBER INCLUDING SPOUSE, PARENTS, CHILDREN OF SAID GROUP, HAS RECEIVED OR HAS BEEN PROMISED, DIRECTLY, OR INDIRECTLY, ANY FINANCIAL BENEFIT, BY WAY OF FEE, COMMISSION, FINDER'S FEES OR ANY OTHER FINANCIAL BENEFIT ON ACCOUNT OF THE ACT OF AWARDING AND/OR EXECUTING THE CONTRACT.

THE UNDERSIGNED HEREBY CERTIFIES THAT HE/SHE HAS FULL AUTHORITY TO BIND THE COMPANY AND THAT HE/SHE HAS PERSONALLY REVIEWED THE INFORMATION CONTAINED IN THIS REQUEST FOR PROPOSAL (RFP), INCLUDING ALL ATTACHMENTS, ENCLOSURES, APPENDICES, ETC AND DO HEREBY ATTEST TO THE ACCURACY OF ALL INFORMATION CONTAINED IN THIS RFP, INCLUDING ALL ATTACHMENTS, ENCLOSURES, EXHIBITS, ETC.

THE UNDERSIGNED ACKNOWLEDGES THAT ANY MISREPRESENTATION WILL RESULT IN IMMEDIATE DISQUALIFICATION FROM ANY CONTRACT CONSIDERATION.

THE UNDERSIGNED FURTHER RECOGNIZES THAT THE SULLIVAN COUNTY PURCHASING AGENT HAS THE RIGHT TO MAKE THE CONTRACT AWARD FOR ANY REASON CONSIDERED IN THE BEST INTEREST OF SULLIVAN COUNTY.

This certification shall be included with the bid document 00300. Failure of this properly executed document to be included with the bid shall render the bid as incomplete and void.

COMPANY NAME _____
NAME (PRINT) _____ PHONE _____
TITLE _____ FAX _____
SIGNATURE _____ DATE _____

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**( TO BE COMPLETED BY NOTARY )**

STATE OF: \_\_\_\_\_

COUNTY OF: \_\_\_\_\_

*Before me personally appeared \_\_\_\_\_, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who acknowledged that such person executed the foregoing for the purposes therein contained.*

*Witness my hand and seal at office this day of \_\_\_\_\_, 20\_\_*

\_\_\_\_\_  
Notary Public

*My commission expires: \_\_\_\_\_*