



## WILLIAMSON COUNTY GOVERNMENT

September 15, 2023

To Whom It May Concern:

Williamson County Government is requesting proposals on behalf of the Williamson County Public Building Authority to retain the services of an owner's representative to represent the Public Building Authority during the pre-construction, construction and close out phases of for phase 3 of the Bethesda Parks and Recreation Center and Williamson County Public Library project.

Proposals must be received no later than October 12, 2023, at 2:00 p.m. They must be submitted in a sealed envelope to the Williamson County Mayor's Office, 1320 West Main Street, Suite 125, Franklin, TN, 37064. The envelope must be labeled as follows: RFP: Owner's Representative Williamson County PBA, October 12, 2023, 2:00 p.m. Outside of envelope must also include firm name. The sealed envelope must be labeled exactly as specified above.

If you have any questions, please email [leslie.mitchell@williamsoncounty-tn.gov](mailto:leslie.mitchell@williamsoncounty-tn.gov). All questions must be submitted in writing by 4:30 p.m. CST on October 6, 2023

Sincerely,

Leslie Mitchell, NIGP-CPP, CPPO, CPPB  
Williamson County Purchasing Agent



**REQUEST FOR PROPOSALS**  
**Williamson County Public Building Authority**  
**Owner's Representative for Williamson County**  
**Phase 3 Bethesda Project, Williamson County Parks & Recreation and Public Library**

Williamson County Government is accepting proposals on behalf of the Williamson County Public Building Authority from interested firms for an Owner's Representative to represent the Public Building Authority during the planning, design, pre-construction, construction, and close out phases of construction the third phase of the new Bethesda Parks and Recreation Center and Williamson County Library, 4663, Bethesda Road, Thompson's Station, TN 37179. This is a non-professional services solicitation. It does not require the services of an engineer and/or architect. This is not a Construction Management solicitation. The Owner's Representative will be involved in the solicitation process of a construction manager or general contractor and consultants as required subject to any and all approvals required by the Public Building Authority.

**Scope**

The Williamson County Public Building Authority is requesting proposals from Owner's Representative firms for the anticipated building of an approximately 75,000 square foot recreation complex and public library, with a projected budget of \$20 million. The goal of the Public Building Authority is to receive the highest level of quality that aligns with its needs at the lowest reasonable price from an experienced and qualified firm.

Williamson County has already purchased the land for this facility and is in the process of completing the first 2 phases. The first phase consists of soccer fields, walking trail, pavilions, parking lot and all utility infrastructure. The second phase consists of pickleball courts, tennis courts, sand volleyball courts, pavilion/restroom facility, spectator seating and shade canopies.

The third phase is anticipated to include 3 gymnasiums with above walking track, group fitness rooms, fitness room, locker rooms with shower, family dressing area, 12 lane indoor pool with open wall capability to outdoor deck with splash pad and lazy river, racquetball courts, classrooms for arts and crafts, childcare rooms, dance room, banquet room with catering kitchen, office space, library and senior citizens room.

The Williamson County Public Building Authority is seeking an Owner's Representative to represent the Public Building Authority in all aspects of the planning, design, pre-construction, construction, and close out phases of the project.

This includes the following for the project:

- Administer and coordinate the development of the project in accordance with the project concepts, subject to approval by the Williamson County Public Building Authority
- Assist with development of a detailed scope of work and all Request for Proposal's.
- Develop a schedule for the project
- Notify immediately any material changes in the budget
- Represent the Public Building Authority at meetings to ensure the Public Building Authority's best interest is priority
- Attend routine meetings between contractors and architects/engineers to review progress of the project
- Coordinate relations with the architect, engineer and any other consultants providing services under other contracts relating to the project
- Coordinate all aspects of the design and engineering criteria and scope
- Coordinate and advise the Public Building Authority during the preparation of plans and specifications of the project
- Provide recommendations to improve the design or reduce costs
- Assist and review the solicitation documents that will be used for the selection of contractors and/or subcontractors for the construction of the project
- Act as fiduciary agent for the Public Building Authority during the design/consultant assessment, the contractor assessment and selection, contract negotiations, and throughout all phases of the project
- Assist the architect and/or engineer in determining substantial completion of the project
- Develop, implement, and coordinate a system for the preparation, review, and processing of necessary change orders
- Prepare the punch list and the schedule for completion
- Conduct final inspections of the project and assist in obtaining required permits
- Use all reasonable efforts to ensure that the construction of the project will be in compliance with all applicable laws and completed in a timely manner
- Provide project accounting and monthly draw requests and coordinate related invoices
- Maintain a complete set of permanent files and records
- Serve as a liaison with all project members, both internal and external
- Ensure that all potential project issues are addressed and that each member of the project team knows their role in resolving the issue
- Communicate all changes to stakeholders in a timely manner
- Perform site visits to maintain project budget, project schedule and quality control and assurance.
- Provide the contractors with the information and services they need in order to perform their work
- Monitor the performance of the designers and contractors to ensure they are meeting their contractual obligations
- Initiate corrective actions when necessary to achieve project objectives
- Monitor site access, safety and security issues
- Develop and manage performance criteria
- Critically analyze contract progress reports and notify stakeholders of potential challenges

Williamson County Government Purchasing is the sole point of contact during the selection process. Contact with anyone else involved with this process may result in the disqualification of your proposal. Proposers are expected to raise any questions they have concerning this proposal in writing through email by 4:30 pm on July 15, 2020 to Leslie Mitchell, Purchasing Agent, [leslie.mitchell@williamsoncounty-tn.gov](mailto:leslie.mitchell@williamsoncounty-tn.gov).

Revisions to this request for proposal or answers to questions will be made only by an official written addendum issued by the Purchasing Agent. Addenda will be posted on the Williamson County website, [www.williamsoncounty-tn.gov/purchasing](http://www.williamsoncounty-tn.gov/purchasing). Proposers are responsible for checking the website for any addenda prior to submitting a proposal.

### **Schedule**

September 15, 2023	Request for Proposals issued
October 6, 2023	Last day for submitting questions
October 9, 2023	Addenda posted to <a href="http://www.williamsoncounty-tn.gov/purchasing">www.williamsoncounty-tn.gov/purchasing</a>
October 12, 2023	Proposals due by 2:00 p.m. central time

### **Evaluation Criteria**

#### **Firm Experience and Qualifications-50 Points**

- Provide information that documents your firm's required years of experience and qualifications to perform the defined scope of work. Include information on the different types of construction projects completed by your firm, including budget versus actual cost of final cost of project.

#### **Cost Criteria-50 Points**

- Include your fee schedule and hourly rates.

Please submit 10 copies of your proposal and one electronic copy.

All proposals and related documents are public records after a project is awarded.

Proposals should be brief and concise.

Proposals shall be valid for 90 days from the opening date of the proposal.

The Public Building Authority will not be liable for any costs incurred by the proposer in the preparation of this response or for costs incurred for a scheduled interview (if necessary).