

Rogers C. Anderson
Williamson County Mayor



Leslie Mitchell, CPPO, CPPB
Purchasing Agent

WILLIAMSON COUNTY GOVERNMENT

December 19, 2019

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 construction of a new Juvenile Services facility, Alternative Learning Center, Jail and Sheriff's Administrative Office.

Proposals must be received no later than January 23, 2020 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, January 23, 2020, 2:00 p.m. Outside of envelope must also include firm name. THE SEALED PACKAGE MUST BE LABELED EXACTLY AS SPECIFIED ABOVE.**

If you have any questions, please e-mail leslie.mitchell@williamsoncounty-tn.gov. All questions must be submitted in writing by 4:30 p.m. CST on January 16, 2020.

Sincerely,

Leslie Mitchell, CPPO, CPPB
Purchasing Agent



REQUEST FOR PROPOSALS
Williamson County Public Building Authority
Owner's Representative for Juvenile, Jail, Sheriff's Office

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 of a new Juvenile Services facility, Alternative Learning Center, Jail and Sheriff's Administrative Office. 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 architecture firms 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 a new Juvenile Service facility, Alternative Learning Center, Jail and Sheriff's Administrative Office. 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 anticipates that these new facilities will be located on approximately 35 acres already owned by Williamson County. This land is the current location of the existing Juvenile Services, Alternative Learning Center, Jail and Sheriff's Administrative Office.

The estimated square footage for the Juvenile Services facility and Alternative Learning Center is 137,000 square feet and the jail is estimated at 332,000 square feet. This is based on analysis provided during the master plan process. The estimated square footage for the Sheriff's Administrative Office will be presented in January 2020. The final master plan will be presented in March/April 2020.

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. The project will begin with the Juvenile Services/Alternative Learning Center phase.

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
- Prepare a total project budget as soon as major project requirements have been identified, 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

- Assist and review the solicitation documents that will be used for the selection of the architect and/or engineer firm for the design and/or construction inspection services 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, this includes tracking budget to actual and reviewing invoices prior to submittal to County to ensure work is completed to contract. This would involve working with the PBA and County finance
- 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 January 16, 2020 to Leslie Mitchell, Purchasing Agent, 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. Proposers are responsible for checking the website for any addenda prior to submitting a proposal.

Schedule

December 19,2019	Request for Proposals issued
January 16, 2020	Last day for submitting questions
January 20, 2020	Addenda posted to www.williamsoncounty-tn.gov/purchasing
January 23, 2020	Proposals due by 2:00 p.m. central time

Interviews, if required, will tentatively be held on February 11, 2020

Evaluation Criteria

Firm Experience and Qualifications-50 Points

- Provide information that documents your firms 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.

Team Experience and Qualifications-25 Points

The proposal shall list key individuals who will be used on the contract. Explain how the specialized knowledge and experience of the team members will be utilized. Please include resumes for each person. Include sub-consultants as well.

- The proposal shall indicate all team experience on contracts of similar size within the past five years. Specifics should be given to demonstrate successful performance on those contracts. If sub-consultants are proposed, indicate past working relationships.

Cost Criteria-25 Points

- Include your fee schedule and hourly rates.

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.

10 copies of the proposal and 1 electronic copy must be submitted.

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).

If you wish to tour the facilities prior to submitting a proposal, please contact Sheriff Robert "Dusty" Rhoades, Chief Deputy Mark Elrod or Captain Mike Dobbins at 615-790-5604 to schedule a tour. For Juvenile Services and ALC, please contact Zannie Martin, Director Juvenile Services, at 615-790-5812.