



**UNION COUNTY FINANCE DEPARTMENT**  
**300 MAIN STREET**  
**MAYNARDVILLE, TN 37807**  
[purchasing@ucps.org](mailto:purchasing@ucps.org)  
(865) 686-5040 Phone  
(865) 329-7428 Fax

---

## **RFQ 0124- Health Department Renovation**

**REQUEST FOR QUALIFICATIONS FOR ARCHITECTURAL SERVICES FOR INTERIOR RENOVATIONS, AN ADDITION AND PARKING LOT UPGRADE TO THE CURRENT HEALTH DEPARTMENT LOCATED AT 4335 MAYNARDVILLE HWY, MAYNARDVILLE, TN 37807**

### **Project Overview:**

Union County Health Department is soliciting qualifications for interior renovations, an addition and parking lot upgrades to the current Health Department located at 4335 Maynardville Hwy, Maynardville, TN 37807. Any added addendum's will be sent out and listed on the website.

A request for the RFQ packet and inquiry regarding this RFQ must be submitted to [purchasing@ucps.org](mailto:purchasing@ucps.org) or found on the Union County website at [www.unioncountyttn.gov](http://www.unioncountyttn.gov). On the Finance Department page, look for the Current Bids/RFP tab.

### **Project Summary:**

- \*Make a circle drive and pave parking lot
- \*Install a metal awning
- \*Medical room renovation
- Other interior renovations
- Phone line upgrades
- LED lighting

\*Items covered under the Immunization Grant (Cares Act) State of Tennessee Grant.

All other renovations covered under ARPA Grant Funding. Therefore, certain restrictions and other federal requirements attach to this opportunity.

**Scope of Work:**

1. Meet with Health Department staff and administrators to refine the design ideas;
2. Evaluate site for design and construction, including, but not limited to, the following considerations: environmental, suitability, traffic, and other appropriate and necessary considerations;
3. Develop a conceptual design and design development documents based on the needs for the Health Department;
4. Provide renderings of the building after the approval of design development documents, with said documents being compliant with federal, state and local laws, regulations and codes, including, but not limited to, the Americans with Disabilities Act (“ADA”);
5. Assist the Owner with the determination and selection of the Contractor procurement method (ie, lowest bid; best value selection criteria; construction management; etc.).
6. Assist the Owner with budget development, including FF&E and other soft costs necessary for a complete project.
7. Develop complete construction documents within the Owner’s budget that clearly define the building and material used in the building construction;
8. Develop bidding documents and assist the Owner in the solicitation of bids for the work from Contractors.
9. During construction, provide contract administration between the Contractor and the Owner. Provide construction oversight with at least a weekly visit by an architect from the firm. Attend progress meetings as required. Revise contract documents to show as-built information provided by the Contractor.

**Submission of Qualifications:**

This Request for Qualifications (“RFQ”) is issued by Union County Government. Interested firms should submit two printed copies and one electronic copy of “Statement of Qualifications” no later than 1:00 p.m. ET on October 24, 2023 to:

Hand Delivered, by Mail or by Carrier:

Union County Finance Office  
Attn: Crystal Flatford, Purchasing Agent  
purchasing@ucps.org  
300 Main Street, Maynardville, Tennessee 37807

Pre-submission inquiries concerning this RFQ shall be submitted by email to the Purchasing Agent no later than October 18<sup>th</sup>, 2023 at 1:00PM.

Answers to pre-submission questions submitted may be distributed to all respondents in the form of a letter of addendum to this RFQ. Only a letter of addendum may change the requirements of this RFQ. Oral responses to questions made outside of the addendum shall not be considered binding. Union County Government reserves the right, however, to waive any procedural requirements outlined herein.

**Content of Qualifications:**

A Statement of Qualifications should include the following information:

1. Brief history of the firm;
2. Resumes and biography of key personnel who will be working on the Health Department and are authorized to make representations on behalf of the firm;
3. Staffing levels to adequately carry out this program and complete this project;
4. Names of additional consulting firms, if any, hired to supplement your services;
5. Proof of errors and omissions, general liability and worker’s comp insurance meeting or exceeding State of Tennessee, industry standards requirements and value and limits based on turn-key project cost, including turn-key construction project cost;
6. Proof of ability to secure performance bond in the amount of the turn-key project cost, including the turn-key construction project cost;
7. Whether the firm is currently involved in, or has been, a party to litigation in the last five years related to architectural or related services. (If so, provide a description of such, the parties to the litigation, the court and the case number and the current status.);

8. Description of previous experience with Tennessee Health Department building design and/or projects of similar size and character that were completed in which the firm was the primary architect. For each project, please provide the following:
  - a. Project description including portfolio samples and the completion date.
  - b. Name of project architect.
  - c. Square footage of the project.
  - d. Initial and final project costs.
  - e. Explanation of any contingencies utilized by the Owner or Contractor.
  - f. Contact information for the client (and an address for the building);
9. Experience of the firm as the oversight of a total project including the management and monitoring of the construction process, particularly Health Department projects in Tennessee; and
10. Answers to the following questions:
  - a. How does your firm intend to involve the Union County Government' Board and Health Department staff, in planning and implementing this project?
  - b. Willingness to be on-site on a weekly basis during the entire project?
11. Special Notice on Iran- By submission of a SOQ, each submitter and each person signing on behalf of any submitter, certifies, under penalty of perjury, that to the best of its knowledge and belief, it is not on the list created pursuant to T.C.A. 12-12-106, which can be viewed at the link below:  
[https://www.tn.gov/content/dam/tn/generalservices/documents/cpo/other/Debarred\\_Vendors.pdf](https://www.tn.gov/content/dam/tn/generalservices/documents/cpo/other/Debarred_Vendors.pdf)
12. In the performance of a contract that results from this RFQ, the firm must comply with the following: (i) all applicable state, and local regulations, codes, and laws; and (ii) all applicable Federal law, regulations, executive orders, Treasury policies, procedures and directives. In addition, WHUD will require the firm to certify that it is a drug-free workplace and has not been engaged in any litigation directly involving actions of the firm beyond the scope of providing professional services in the past five (5) years.
13. Conflict of Interest- Appointed officials, or employees of Union County Government may not seek to acquire, be a part to, or possess a financial interest in, this contract if (i) the appointed official, or employee is an employee of the administrative unit that supervises the award of this contract, or (ii) the appointed official, or employee has the power to take or withhold official action so as to affect the award or execution of the contract. Non-controlling ownership is stock of publicly held companies or ownership of mutual funds shall be considered as financial interest.
14. Termination- In the case of default by the firm or any reason whatsoever, Union County Government may procure the services from another source and hold the contractor responsible for any resulting excess cost and may seek other remedies under law or equity.
15. No Reimbursement for costs- The firm acknowledges and accepts that any costs incurred from the firm's participation in the RFQ shall be at the sole risk and responsibility of the firm.

16. Debarment- By submitting a proposal the firm certifies that it is not currently debarred from submitting proposals for contracts issued by any political subdivision or agency of the State of Tennessee or the Federal Government (SAM.Gov) and that it is not a person or entity that is currently debarred from submitting proposals for contracts issued by any political subdivision or agency of the State of Tennessee or the Federal Government.

### **Site Visits:**

Firms are encouraged to visit the site located at 4335 Maynardville Hwy, Maynardville, TN 37807 to gain an understanding of the project and to familiarize themselves with the present facility. If needed, the Supervisor or Regional Manager will be available by appointment for a tour. Neither firms nor firm professionals are permitted access to tour Union County Health Department without permission and/or being accompanied by Health Department personnel. You can contact Jill Jones (Supervisor) or Garnet Southerland (Regional Manager) at 865-992-3867.

### **Selection Process:**

The review process will evaluate and rank all the Statements of Qualifications. Shortlisted firms may be invited to participate in an interview with the Selection Committee at the candidate's own expense. As part of the interview process, references of selected candidates shall be checked prior to the final selection and negotiation of a contract with the successful firm. Fee negotiation will begin with the firm of first choice. If a satisfactory contract cost cannot be reached with the firm of first choice, the next firm will be contacted and those negotiations will then begin. This process will continue until a proper and cost-effective agreement can be reached.

### **Evaluation Criteria:**

Statements of Qualifications will be evaluated and interviews will be conducted using the following criteria:

1. Responsiveness and completeness of the Statement of Qualifications;
2. Relevant experience and qualifications of the Architect including demonstrated knowledge of planning, management, and evaluation skills, particularly experience with Tennessee buildings and projects;
3. Architect's approach to organizing and managing projects and ability to clearly document information and recommendations;
4. Understanding of needs as identified in the Scope of Work;
5. Architect's ability to build consensus with the administration and local government;
6. Experience in planning and/or building Tennessee school projects and working within a Best Value contractor procurement selection, or Construction Manager under Title 49 of Tennessee Code Annotated;

7. Examples of completed projects including satisfaction of former clients with competency of Architect and completed work;
8. Overall evaluation of the Architect's ability to accomplish projects within established time schedules; and
9. Proof of errors and omissions, general liability and worker's comp insurance meeting or exceeding State of Tennessee, industry standards requirements and value and limits based on turn-key project cost, including turn-key construction project cost;
10. Proof of ability to secure performance bond in the amount of the turn-key project cost, including the turn-key construction project cost;
11. Willingness to be on-site on a weekly basis during the entire project?

The above-criteria are not written or listed in any type of order as to importance. Union County Government reserves the right to consider and/or not consider certain criteria as it sees fit during the evaluation and potential interview process. The above-criteria are simply meant to serve as guidelines rather than requirements. Union County Government intends to award the project to the firm that best satisfies the needs of the Health Department. This Request for Qualifications does not commit Union County Government to award a contract or share in the expense of preparing a proposal. Any submittal not received on or before the stated deadline or not addressing the required points may be rejected. Union County Government reserves the right to reject any or all submittals, to waive any irregularities, and waive or modify any provisions of this request for qualifications, and to make the final determination as to the best firm for the project. Union County Government will not discriminate in the purchase of any goods or services on the basis of race, color, religion, sex, national origin, age, disability or any other lawfully protected classification under state or federal law.

**Timetable:**

The following is a proposed time frame for completing the RFQ process.

|  |                           |
|--|---------------------------|
| Advertise RFQ                                | October 10, 2023          |
| Inquiries/Questions Due                      | October 18, 2021 @ 1:00PM |
| RFQ  | October 24, 2021 @ 1:00PM |
| Review by Administrators                     | November 1, 2023 @ 1:00PM |
| Potential Interviews                         | TBD                       |
| Intended Notice of Selection (no later than) | November 15, 2023         |

End of RFQ