Sullivan County Purchasing Department

Request For Qualifications

RFQ #2022117(KD)

for

Architectural / Engineering Services for Former Prescription Shop for the Sullivan County Regional Health Department

Formal submittals must be received
by 2:00 p.m., on June 23, 2022

Submit Qualifications to:
Sullivan County Purchasing Department
Kristinia Davis, Purchasing Agent
3411 Hwy 126, Suite 201
Blountville, TN 37617

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1. PUBLIC NOTICE

REQUEST FOR QUALIFICATIONS

Sealed Request for Qualifications for the following will be received by the Sullivan County Purchasing Agent until 2:00 P.M., Eastern Time, **June 23, 2022.** The names of the responding firms will be publicly announced and recorded by the Sullivan County Purchasing Agent. All proposals will be considered for award or rejection at a later date.

PROJECT: ARCHITECTURAL / ENGINEERING SERVICES FOR FORMER PRESCRIPTION SHOP FOR THE SULLIVAN COUNTY REGIONAL HEALTH DEPARTMENT

Documents for the above referenced items are available on the Sullivan County's Vendor Registry website at https://vrapp.vendorregistry.com/Vendor/Selection/SubscriptionSelection?buyerSource=sullivan-county-tn-vendor-registration. All questions regarding this request must be submitted via email to Kristinia Davis, Purchasing Agent at kris.davis@sullivancountytn.gov, no later than **June 14, 2022**, **2:00pm** by the end of the business day. All questions will be answered in an addendum which will be issued on **June 20, 2022.**

Funding for design services is being provided by The Epidemiology and Laboratory Capacity (ELC) grant through federal funds administered by the State of Tennessee.

By submission of a signed submittal, the submitter certifies total compliance with Title VI and Title VII of the Civil Rights Act of 1964, as amended, and all regulations promulgated thereunder. Qualified Disadvantaged Business Enterprises (DBEs) are encouraged to submit.

No submitted proposals may be withdrawn for a period of one hundred twenty (120) days after the scheduled closing time of the receipt of submittals. All submittals shall be signed, sealed, and addressed to the Sullivan County Purchasing Agent, 3411 Hwy 126, Suite 201, Blountville, Tennessee 37617 and marked "RFQ#2022117(KD) ARCHITECTURAL/ ENGINEERING SERVICES FOR FORMER PRESCRIPTION SHOP FOR THE SULLIVAN COUNTY REGIONAL HEALTH DEPARTMENT". Four (4) sets of proposals must be submitted with an additional electronic copy submitted on a USB drive. Sullivan County reserves the right to accept or reject any or all bids received, to waive any informalities in bidding and to re-advertise.

PUB 1T: 05/29/2022

2. STATEMENT OF INTENT

The Offices of the Sullivan County Purchasing Agent on behalf of the Sullivan County Regional Health Department is requesting Statements of Qualifications from qualified Architectural / Engineering firms to provide professional design services for a Former Prescription Shop as listed in the Scope of Work. Interested firms are invited to submit qualification proposals for consideration. Sullivan County reserves the right to award this Request for Qualifications to one firm.

Sullivan County will review all complete proposals received by the deadline. As required by law, Sullivan County will select the best qualified firm. The selection process will be based on a review of the firm's qualifications, project experience, client references, and in some cases, interviews. Fee negotiations will occur with firm selected by the selection committee as a final step in the selection process.

An AIA Standard Form of Agreement B108 2009 Between Owner and Architect and/or Engineer will be executed between Sullivan County and the selected firm.

Any cost incurred in preparation of Request for Qualification Proposals, attendance to meetings and/or interview will solely be the responsibility of the interested firm.

This procurement will follow the qualifications-based competitive proposal procedures of the Brooks Act. As such, no fee structure is to be included in the Request for Qualification. Fees will be negotiated with the firm selected.

By submission of a response to the Request for Qualifications, the firm certifies total compliance with TITLE VI and TITLE VII of the Civil Rights Act of 1964, as amended, and all regulations promulgated thereunder.

Any agreement resulting from this Request for Qualifications process shall be governed by all federal, state and local laws.

3. PROJECT FUNDING

The project listed in the Scope of Work will be federally funded with The Epidemiology and Laboratory Capacity (ELC) grant through federal funds administered by the State of Tennessee. **Project must be completed by July 31, 2023.** Contracts for professional design engineering services will be awarded to the firm that provides the most responsive/ responsible proposal. All Federal, State and Local regulations must be followed for each of the projects listed in the Scope of Work.

The project listed in the scope of work is federally funded, therefore all firms will be required to provide project documentation which comply with the following certifications and assurances: all federal regulations, Buy America, energy conservation, clean water, lobbying, access to third party contract records, changes to federal requirement, bonding,

clean air, recycled products, ADA access, no federal government obligation to third parties, false or fraudulent statements and claims, termination, debarment and suspension, civil rights, resolution of disputes, breaches and other litigation, disadvantaged business enterprises (DBEs), small business participation, veteran's employment and Davis Bacon wages.

4. BACKGROUND

a. Sullivan County, Tennessee

Sullivan County, Tennessee is located in the hills of Northeast Tennessee. Sullivan County, Tennessee is part of the Kingsport-Bristol, TN, Bristol-VA Metropolitan Statistical Area, and a component of the Tri-Cities region. Population of Sullivan County was 158,348 in 2019. Sullivan County is the second-oldest county in the State of Tennessee.

b. Sullivan County Regional Health Department

The Sullivan County Commission approved a resolution authorizing the Sullivan County Regional Health Department to purchase property on 1046 Dale Street (former Prescription Shop) and 1037 East Sullivan Street (vacant lot), Kingsport, Tennessee. 1046 Dale Street, formally Prescription Shop was closed several years ago. The building is connected to the current Sullivan County Regional Health Department. The vacant property is adjacent to the existing County property where newly constructed Sullivan County E.M.S. Station #4 and Sullivan County Regional Health Department currently operate.

5. GENERAL TERMS AND CONDITIONS

1. All proposals shall be submitted sealed, plainly marked **"RFQ #2022117(KD) ARCHITECTURAL / ENGINEERING SERVICES FOR FORMER PRESCRIPTION SHOP FOR THE SULLIVAN COUNTY REGIONAL HEALTH DEPARTMENT"** to the Sullivan County Purchasing Department at the following address:

   Sullivan County Purchasing
   3411 Hwy 126, Suite 201
   Blountville, TN 37617

2. **Questions:** Prospective proposers will have an opportunity to submit questions regarding this Request for Qualifications (RFQ). Questions must be submitted via email to Kristinia Davis, Purchasing Agent via kris.davis@sullivancountytn.gov no later than **Tuesday, June 14, 2022, by 2:00 pm EST.** Responses to the questions will be issued as an addendum and will be posted on **June 20, 2022,** by the end of the business day on the Sullivan County Vendor Registry site through the following link https://vrapp.vendorregistry.com/Vendor/Selection/SubscriptionSelection?buyerSource=sullivan-county-tn-vendor-registration. In no case will verbal communication override written communications or documentation.

3. **Acceptance of Proposal:** Request for proposals and amendments thereto, if received by the Sullivan County Purchasing Department after the date and time specified for opening, will not be considered. It will be the responsibility of the Proposer to see that their proposal is received by the Sullivan County Purchasing Department by the specified time and date. There will be no exceptions!! Date of postmark will not be considered. Facsimile or electronic proposals will not be accepted. Changes shown on the outside of an envelope or package will not be acceptable.

4. **Award or Rejection:** Sullivan County reserves the right to award by project or total proposal; to reject any and/or all proposals in whole or in part, and to waive any informality if it is determined to be in the best interest of Sullivan County.

5. **Signature**: All proposals must be signed by an authorized, responsible officer or employee having the authority to enter into contracts. Obligations assumed by such signature must be fulfilled. The original proposal, which has been signed, shall be considered the official copy of the RFQ by Sullivan County.

6. **No Contact Policy**: From the period beginning on the date of the issuance of the Request for Qualifications any contact initiated by a proposer with any Sullivan County Representative concerning this proposal is strictly prohibited, unless such contact is made with the Purchasing Department Representative listed herein or with said Representative's authorization. Any unauthorized contact may cause the disqualification of the proposer from this Purchasing Transaction.

7. **Protest Policy:** Any protest to a bid award by Sullivan County shall be submitted in writing to the Purchasing Agent with a copy to the Sullivan County Mayor and delivered not later than seven (7) calendar days from the date of the county's award decision. Such protest must include a protest bond in the amount of $350 (cashier's check payable to the Sullivan County Trustee or Cash) submitted to the Purchasing Agent before the County will consider the protest. This protest bond will serve as a guarantee by the protester of the validity and accuracy of the protest. If the protest is denied by the County Mayor, the bond will be retained to cover costs associated with the protest. The steps for dispute resolution may include:
   - A meeting with the Purchasing Agent, the requisitioning department's manager, and representatives from the disputing party to discuss and resolve the complaint.
   - Information from the aforementioned meeting will be forwarded to the County Attorney for review.
   - A written decision letter stating the reasons for the decision will be prepared by the Purchasing Agent and submitted in writing to the protestor and all parties involved.
   - Purchases will not be allowed under this procurement until a final decision is rendered.
   - In the event that purchases must be made before a final decision is rendered, the emergency purchase procedure will be used.

8. **Conflict of Interest**: Proposer, by submitting the enclosed Compliance Affidavit with the submittal, is certifying that no gratuity of any kind and no part of the total contract

amount provided herein shall be paid directly or indirectly to any officer or employee of Sullivan County as wages, compensations, or gifts in exchange for acting as officer, agent, employee, subcontractor, or consultant to Proposer in connection with any goods provided or work contemplated or performed relative to the agreement. A breach of ethical standards could result in civil or criminal sanction and/or debarment or suspension from being a supplier, Proposer, or subcontractor under County contracts.

9. **Non-Collusion:** Vendors, by submitting the enclosed Compliance Affidavit, certify that the enclosed proposal is not the result of, or affected by, any unlawful act of collusion with any other person or company engaged in the same line of business or commerce, or any other fraudulent act punishable under Tennessee or United States Law. In addition, Sullivan County reserves the right to disqualify any 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. 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. During the performance of this contract, the Proposer agrees to provide a drug free workplace.

10. **Indemnification:** The vendor shall guarantee and certify by submitting a response to this solicitation that if successful, they shall indemnify and defend the county against any and all claims or legal actions arising as a result of their performance of the contract, whether or not such claims relate to damages or alleged damages sustained by physical injury to Proposers personnel, subcontractors, County employees or other persons, or against any lawsuits arising from alleged or actual patent infringements, and shall hold the County, its various departments, employees, and any and all persons or entities acting on its behalf harmless from the same.

11. **Force Majeure:** In the event that the performance of any obligation under this contract, by either party, is prevented due to acts of God, exchange controls, export or import controls, government restriction, wars, hostilities, blockades, civil disturbances, revolutions, strikes, terrorist attacks, lockouts, pandemics, epidemics, plague, outbreaks of infectious disease, including but not limited to COVID-19, any other public health crisis, including stay at home orders, group size restrictions, travel restrictions, or employee restrictions, issued by the Governor or a public health authority, such as Sullivan County Regional Health Department, or recommendation of the Center for Disease Control or the National Institutes of Health to limit the spread of COVID-19, or any other cause beyond the reasonable control of a party, such party will not be responsible to the other party for failure or delay in performance of its obligations under this Contract. Each party will promptly notify the other party of such Force Majeure condition and make good faith efforts to ensure goods or services are provided as per the contract. However, if Force Majeure conditions occur and both parties mutually agree, this contract may be cancelled. If cancelled, neither party will be considered in breach of contract. If funds have been paid for products or

services that have not been received, the vendor will send the County a refund within thirty (30) days of the cancellation.

12. **Iran Divestment:** Pursuant to the Iran Divestment Act Tenn. Code Ann.§ 12-12-106 requires the State of Tennessee Chief Purchasing Officer to publish, using creditable information freely available to the public, a list of persons it determines engage in investment activities in Iran, as described in §12-12-106. Inclusion on this list makes a person ineligible to contract with Sullivan County; if a person ceases its engagement in investment activities in Iran, it may be removed from the list. The State of Tennessee list is available here: http://tennessee.gov/generalservices/article/Public-Information-Library By submitting the enclosed compliance affidavit, each vendor and each person signing on behalf of any vendor certifies, and in the case of a joint bid/quote/proposal, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each vendor is not on the list created pursuant to § 12-12-106

13. **Eligibility:** The vendor is eligible for employment on public contracts because no convictions or guilty pleas or pleas of nolo contender to violations of the Sherman Anti-Trust Act, mail fraud or state criminal violations with an award from the State of Tennessee or any political subdivision thereof have occurred.

14. **Title VI & VII of The Civil Rights Act:** It is the policy of Sullivan County Government that all its services and activities be administered in conformance with the requirements of Title VI & VII. By submission of the 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.

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

16. **Rejection of Proposals:** Sullivan County shall reject any proposal that is determined to be non-responsive. Sullivan County reserves the right to reject the proposal of any Proposer who previously failed to perform adequately for Sullivan County or any other governmental agency.

17. **Mistake in Proposals**: Proposers have the right to request withdrawal of their proposals from consideration due to error by giving notice not later than forty-eight (48) hours after qualification proposals are opened.

18. **Addenda**: In the event that it becomes necessary to revise any part of this RFQ, written addenda will be issued. All addenda will be numbered in sequence, dated as of the date of issue, and sent via fax or email to all prospective proposers. The proposer shall acknowledge receipt of each addendum by signing in the space provided on the issued addendum and by submitting all addenda with their proposal.

19. **Disclosure**: RFQ proposals 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 selection processes have been concluded. During the 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. 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.

20. **Proposal:** One (1) original, three (3) exact copies and one (1) electronic copy submitted on a USB drive are due no later than the date indicated as the closing date and time of this RFQ.

21. **Waiving of Informalities:** Sullivan County reserves the right to waive minor informalities or technicalities in the proposal when it is in the best interest of Sullivan County.

22. **Related Costs:** Sullivan County is not responsible for any costs incurred by any vendor pursuant to the Request for Qualifications. The proposer shall be responsible for all costs incurred in connection with the preparation and submission of its proposal.

23. **Insurance Requirements:** Public and Professional Liability - Proposer shall fully indemnify, defend and save harmless Sullivan County, from and against damages, liabilities, expenses, compensations, claims, demands, suits or judgments of sums of money, including but not limited to court costs and reasonable counsel fees, to any party for loss of life or injury or damage to persons or property to the extent caused by, any negligent act, error, omission, of Proposer, its agents, servants, or employees while engaged upon or in connection with the Services required or performed by Proposer. These provisions shall survive the termination or expiration of this Agreement.

    Insurance - Prior to beginning these Services, Proposer shall, at Proposer's expense, obtain, keep in force during the term of this Agreement the following minimum amounts of insurance:

    a. General Liability - occurrence basis bodily injury, personal injury and property damage - $1,000,000 per occurrence and $2,000,000 aggregate;
    b. Automobile liability - owner, hired, and non-owned bodily injury and property damage - $1,000,000 combined single limit per occurrence;
    c. Workmen's compensation with statutory limits and employer's liability insurance with minimum limits of $500,000, to provide for the payment of employees of Proposer employed on or in connection with the work and/or to their dependents, of worker's compensation benefits, including when required, occupational disease benefits in accordance with the U. S.

Longshoremen's and Harbor Worker's Compensation Act and the Jones Act. With the prior approval of Sullivan County, Proposer may substitute different types of coverage for those specified as long as the total amount of required protection is not reduced.

d. Professional Liability – Errors and Omissions $1,000,000 per occurrence and aggregate.

Sullivan County shall be named as additional insured on the certificates of insurance (General Liability and Automobile Liability) for such policies, and a certified copy of such certificates shall be provided to Sullivan County by Proposer prior to the start of Services. Proposer shall provide Sullivan County, upon its request, a certified copy of any insurance policy required by this Agreement. Any failure or non-coverage by such policy or the limit of any such insurance shall not limit the liability of Proposer to Sullivan County. The policy, or policies, shall contain a provision that such policy or policies may not be cancelled without thirty (30) days prior written notice of such cancellation to Sullivan County. Insurance required hereunder shall be in companies reasonably acceptable to Sullivan County.

23. **Compliance with all Laws:** Proposer is assumed to be familiar with and agrees to observe and comply with all federal, state, and local laws, statutes, ordinances, and regulations, in any manner affecting the provision of goods and/or services, and all instructions and prohibitive orders issued regarding this work and shall obtain all necessary permits.

24. **Governing Law:** All contracts or purchase orders issued for this award will be governed by the laws of the State of Tennessee. Arbitration is not permitted and if a dispute arises between the parties concerning any aspect of the contract and/or purchase order and it cannot be resolved by mutual agreement, any party may resort to resolution of the dispute by litigation in the state or federal courts for Sullivan County Tennessee. The parties waive their right to jury trial. Mandatory and exclusive venue and jurisdiction for any disputes shall be in state or federal courts Sullivan County Tennessee.

25. **Breach of Contract:** A party shall be deemed to have breached the contract if any of the following occurs:
    - Failure to provide products or services that conform to the contract requirements.
    - Failure to maintain/submit any report require hereunder.
    - Failure to perform in full or in part any of the other conditions of the contract.
    - Violation of any warranty.

26. **Contract Termination for Cause:** If the Proposer fails to properly perform is obligations under this contract in a timely or proper manner, or if the Proposer violates any terms of this contract, the county shall have the right to terminate the contract and withhold payments in excess of fair compensation for completed services. In the event the contact is terminated for due cause by the county, the county shall have the option of awarding the contract to the next proposer or proposing again.

27. **Contract Termination for Convenience:** The County may, by written notice to the Proposer, terminate this contract without cause for any reason. Said termination shall not be deemed a Breach of Contract by the County. The County must give notice of termination to the vendor at least thirty (30) days prior to the effective date of termination. The Proposer shall be entitled to receive compensation for satisfactory, authorized service completed as of the termination date, but in no event shall the County be liable to the Proposer for compensation for any service which has not been rendered. Upon such termination, the vendor shall have no right to any actual general, special, incidental, consequential, or any other damages whatsoever of any description or amount.

28. **Licenses:** The Proposer must be a licensed professional as required by the State of Tennessee for any services in this contract requiring such licensure. Additionally, all sub-contractors employed by the prime Proposer for the performance of the services requested in this RFQ must be licensed as professional service firms in the State of Tennessee if said sub-contractors will perform services that are considered professional in nature.

29. **No Benefit for Third Parties:** The services to be performed by the Proposer pursuant to the Agreement with the County are intended solely for the benefit of the County, and no benefit is conferred hereby, nor is any contractual relationship established herewith, upon or with any person or entity not a party to the agreement. No such person or entity shall be entitled to rely on the Proposer's performance of its services hereunder, no right to assert a claim against the County or the Proposer, its officers, employees, agents, or Proposers shall accrue to the Proposer or to any subcontractors, independently retained professional consultant, supplier, fabricator, manufacturer, lender, tenant, insurer, surety, or any other third party as a result of this agreement or the performance or non-performance of the Proposer's services hereunder.

30. **Access to Third Party Contract Records:** All Proposers are required to retain all books, records, and other documents relative to the agreement for three (3) years after final payment and all other pending matters are closed. Proposers must agree that the County, State Agency, Comptroller General or any other Governmental entity may have full access to review any books, documents, papers, and records that directly pertain to all negotiated contracts. If an investigation or audit is in progress, records shall be maintained until the matter is closed.

31. **Non-Reliance of Parties**: Parties explicitly agree that they have not relied upon any earlier or outside representations other than what has been included in the Agreement. Furthermore, neither party has been induced to enter into this Agreement by anything other than the specific written terms set forth herein.

32. **ADA Compliance**: With regard to the services performed under this Agreement, Proposer will comply with all applicable requirements of the Americans with Disabilities Act, 42 U.S.C. §12101, et seq., ("ADA"). Proposer agrees that it will defend, indemnify, and hold the County harmless against any and all claims, demands, suits or causes of action which arise out of any negligent and/or intentional act or omission

by the Proposer, its employees, agents or representatives which violates the ADA. Proposer agrees that the County will not be responsible for any costs or expenses arising from Proposer's failure to comply with the ADA.

6. SCOPE OF WORK

a. Services Provided

Services provided would include Architectural/Engineering design services for renovating the Dale Street property to support an immunization administration facility and education center. Secondary purpose will be a backup emergency operations center for Sullivan County Regional Health Department. Third purpose will be classroom type setting for continuing education for employees. Sullivan County Regional Health Department will also use this facility for public health community education regarding immunization, vaccine, and pandemic related concerns. The vacant property will be used for patient parking and immunization clinic overflow.

b. Site Description

An appraisal report was completed in December 2021 by F.J. Brownell, III (see attached).

The building to be renovated is 1,517 square feet as follows;

- Foundation: Continuous Footing.
- Exterior Walls: Block.
- Roof Framing: Wood Truss
- Floor System: Concrete Slab
- Roof: Architectural Shingles
- Heat & Air: New HVAC
- Baths: 2-1/2 baths with laminate floor
- Concrete slab
- Paneling
- Drop Downstairs

I. Design Services

1. Meet with Owner to establish project schedule(s) for project, define objectives, and develop project plan for project. Project Plan/ Schedule must include the bid process, pre-bid meeting, deadline for questions, bid opening, award, pre-construction meeting, project start date and completion date.
2. Provide a schematic cost estimate and conceptual project schedule.
3. Develop design drawings and specifications.
4. Facilitate meetings as needed with Sullivan County Purchasing, Sullivan County Regional Health Department and Project Manager.
5. Facilitate meetings with Sullivan County Purchasing and Sullivan County Regional Health Department Staff to design documents, drawings, and outline specifications around the technical specifications.

II. Bid Administration

1. Develop and provide bid drawings and specifications to Sullivan County Purchasing and Sullivan County Regional Health Department for review; Provide assistance with the development of final bid package.
2. Issue design documents to the appropriate County officials for review as appropriate prior to bidding process.
3. Reproduce and issue the final bid package documents to plan rooms and potential bidders during the bid process.
4. Assist with the bid process including attending pre-bid meetings, issuance of addenda, assisting in receipt of bids, investigate and recommend award of contracts to lowest responsive bidder for each project and provide recommendation letter.
5. Design team may be asked to assist with design review for value engineering if bid is over budget.

III. Construction Administration Phase

1. Facilitate Pre-Construction meeting and conduct regular construction progress meetings.
2. Provide Construction Administration.
    a. Review, log and approve submittals, shop drawings, Request for Information etc.
    b. Review construction reports.
    c. Attend project progress meetings.
    d. Review and approve applications for payment and make sure all required forms are submitted. Include all required payment documents for Davis Bacon.
    e. Coordinate with designated Project Manager and Sullivan County Purchasing on all Request for Change Proposals, Change Orders, etc. including maintaining a log of all such documents.
    f. Provide direction for questions and concerns from the Proposer and Project Manager in resolution of problems.
3. Provide Field Services for entire construction period.
    a. Conduct site visits as appropriate for the project.
4. Conduct Substantial Completion Inspection, coordinate with Project Manager to create punch list, substantiate those items noted are completed, and issue Substantial Completion Certificate.

IV. Project Close Out

1. Provide support services as needed during the project close out process.
2. Issue Final Completion and Acceptance letter recommending acceptance.
3. Coordinate with all Proposers, consultants, to develop a project O&M Manual to be submitted with final project as built drawings. (One hard copy of the O&M Manual and project as built documents will be submitted along with an electronic copy on a USB Drive)

7. RFQ PROCESS AND INSTRUCTIONS

a. Submittal and Receipt of "Request for Qualifications"

i. Proposals will be received by the Sullivan County Purchasing Agent until 2:00 P.M., Eastern Time on **June 23, 2022**, at which time it will be publicly opened at the Sullivan County Courthouse, 3411 Hwy 126, Suite 201, Blountville, Tennessee 37617.

ii. The Sealed Proposal shall be signed by an authorized representative and the sealed envelope addressed as follows:

Sullivan County Purchasing Department
Attn: Kristinia Davis, Purchasing Agent
3411 Hwy 126, Suite 201
Blountville, Tennessee 37617

"RFQ#2022117(KD) ARCHITECTURAL/ ENGINEERING SERVICES FOR FORMER PRESCRIPTION SHOP FOR THE SULLIVAN COUNTY REGIONAL HEALTH DEPARTMENT"

iii. Four (4) hard copies; (One (1) original hard copy, three (3) additional hard copies), and one (1) electronic copy of the entire proposal on USB drive is required.

iv. Proposals, modifications, or corrections received after the scheduled closing time of the receipt of Proposals will not be considered. Sullivan County Purchasing Department is not responsible for delays in delivery by mail, courier, etc.

v. Proposal may not be withdrawn for a period of one hundred twenty (120) days after the scheduled closing time of the receipt of Proposals.

vi. No oral interpretation will be made to any Proposer as to the meaning of the Proposal Specifications or any part thereof. It is the intent of Sullivan County Purchasing Department to issue one (1) addendum, if necessary. Written request for clarification and/or interpretation must be submitted in writing via email no later than **June 14, 2022, by 2:00 pm EST** and addendum will be issued on **June 20, 2022** by the end of the business day, and will be available online at https://vrapp.vendorregistry.com/Vendor/Selection/SubscriptionSelection?buyerSource=sullivan-county-tn-vendor-registration. Written requests shall be submitted to **Kristinia Davis, Purchasing Agent** by email at kris.davis@sullivancountytn.gov. It shall be the Proposer's responsibility to make inquiry as to the addenda issued. Any and all addenda shall become part of the specifications and all Proposers shall be bound by such addenda, whether or not received by Proposer.

b. Submission Format and Content

1. Submissions should be complete, organized, and comply with the following conditions:

a. Follow the submission format as scores will reflect the submitted format.
b. Provide the submission in a letter-size binder approximately 10" x 11 ½" x 1 ½" deep or less.
c. Information should be bound in a compact manner for long-term storage at a maximum of 1 ½" in depth.
d. Limit Request for Qualifications to a total of 30 pages or less.
e. Under project references, clearly state the name of the firm who performed the references work. If work was performed under the employment of another firm, indicate so by naming that firm. Provide a description of the specific work performed by the firm or individual referencing each project.

2. Binder Information
   a. RFQ Submission Checklist Form should be placed in the Front of the Binder
   b. Tabs (1 through 6) include the following information:

Tab 1: Firm Information

Tab 2: Firm's Management Style & Philosophy

Tab 3: Firm References

Tab 4: Project Team

Tab 5: Forms

Tab 6: Supplemental Information –Optional

A detail of what is to be included in each tab is included in this Request for Qualifications on the following pages.

Tab 1: Firm Information

1.1 Firm Name:

1.2 Business Address:

1.3 Telephone/fax number:

1.4 Contact/email address:

1.5 Type of organization: Individual or sole proprietorship, professional corporation, corporation partnership, joint venture or other.

1.6 Name of Principals:

1.7 Professional History:

1.8 Provide last three years of financial statements (audited, if available)

1.9 Professional Affiliations:

1.10 Provide the firm's annual billings for the past three years.

1.11 Provide the firm's organization chart indicating the following:

- Total number of registered architects and/or licensed Engineers and the number of years with the firm
- Total number of employees

1.12 Provide the firm's sample insurance certificate.

1.13 Provide the firm's history of claims and litigation for the past three years and how these claims were resolved.

1.14 Does the firm have in-house Structural, MEP Engineering or other Consultants expertise?

1.15 Is the firm's principal office or a secondary office located in or near Sullivan County Tennessee?

1.16 Does the firm have previous experience preparing bid documents for federally funded projects?

Tab 2: Firm's Management Style & Philosophy

2.1 Does the firm create its own Project Manuals/Specifications or is this service contracted out?

2.2 Does the firm have a history of producing specific master specifications for projects that are federally funded?

2.3 Do the firm's qualifications rely on any associate architects and/or consultants?

2.4 Provide the current workload of the firm versus the firm's workload capacity (expressed by the number of projects, their budget and the phase they are currently in).

2.5 Provide information on how many employees have been added to the staff in the past 12 months and how many have left the firm in the past 12 months.

2.6 Describe the firm's culture, vision and philosophy.

2.7 Describe the firm's design philosophy.

2.8 Describe the firm's organization and project management philosophy.

2.9 Describe the firm's programming and design process and who is included.

2.10 Describe the firm's quality control program during the design services.

2.11 Provide history of the firm's design time schedule adherence.

2.12 Describe the firm's philosophy and practice of document coordination.

2.13 How does the firm handle its errors and omissions? Provide an example.

2.14 Provide a history of the firm's accuracy in developing project budgets.

2.15 Describe the firm's philosophy regarding value engineering.

2.16 Describe the firm's coordination practices during preconstruction with the General Proposer/Construction Manager.

2.17 Describe the firm's use of technology during design services and construction administration phases of the project.

2.18 How does the firm handle warranty issues?

2.19 Identify the firm's most successful project and why.

2.20 Identify the firm's most unsuccessful project and why.

Tab 3: Firm References

3.1 Please provide at least three (3) project references similar to the projects listed in the SCOPE OF WORK:

- Consider the size of the project and the project delivery system and provide references for similar projects. References should include contact name, contact email, phone# and fax#.

3.2 For the projects listed above, provide the following information:

- Owner's initial number of calendar days for design and contract document
- Describe schedule overruns during the design and contract document
- Owner's initial budget for construction cost
- Initial contract amount with the General Contractor
- Final contract amount

Tab 4: Project Team

4.1 Provide a team organization chart for the projects, including back-up personnel:

- Provide resumes and references for the team proposed. Include Owner, Consultants and Contractor /Construction Manager (if applicable) references with contact name, and email address.

4.2 Will construction administration on the projects be performed with staff that was involved in the design and production of the contract documents?

4.3 Provide current workload of the team proposed by number of projects, their budgets and current phase (design, contract documents or construction).

4.4 Describe the involvement of a firm's principal in the projects and their extent of involvement.

4.5 Include a tentative design services schedule.

4.6 Do you see any potential conflicts of interest if awarded the projects?

Tab 5: Forms - RFQ Submission Checklist; Compliance Affidavit; Lobbying Certification; Vendor Information Form

Tab 6: Supplemental Information

Supplemental Information may be submitted but should be contained in the specified size notebook under this tab only. Remember to keep Request for Qualifications to a total of 30 pages or less.

b. Evaluation, Selection, and Fee Negotiation Process

Evaluation

An evaluation committee will consist of members who have been selected because of their special expertise and knowledge of the service(s) that are subject of this RFQ. The evaluation committee will review all complete submittals that are received by the deadline.

The Proposer's qualifications submission will be evaluated and scored based on the following identified criteria.

The selection criteria will include an evaluation of:

1) Firms Information
2) Firms Management Style & Philosophy
3) Firms References (Past Project Performance)
4) Project Team
5) Proposal Forms
6) Supplemental Information

Evaluation Criteria

The selection committee will evaluate each Statements of Qualifications on a variety of quantitative and qualitative criteria. Upon receipt of submissions, the County will review to determine whether the submission is acceptable or non-acceptable based on the criteria outlined below.

- Firms Qualifications, relevant expertise, past experience with similar projects, and availability of staff: **40 points**
- Firms Management Style, Philosophy, Project Team: **40 points**
- Firm References Checks: **10 points**
- Compliance with RFQ Requirements: **10 points**

Selection

This procurement will follow the qualifications-based competitive proposal procedures of the Brooks Act. As such, no pricing structure is to be included in the RFQ documents submitted. The selection process will be completed in a two-step evaluation process.

<u>First Step:</u>

-The selection committee will evaluate the Responses to the RFQ by using a detailed point scoring system based on the information that was requested in the RFQ.

-Reference questionnaires will be sent to all references listed in the submittal.

<u>Second Step</u>:

-Based on the Response Evaluation and the Reference Evaluation the selection committee will select up to 3 of the top-ranking Firms. A selection may be made from the top three or if additional information is needed from the firms to make a selection, interview sessions will be setup. An interview agenda will be provided to allow firms to prepare for the interview.

-Each member of the committee will complete an interview evaluation form for each firm interviewed.

-Additional information may be requested at this stage of the process from all firms in the interview process.

Final Selection

The selection committee will total all scores from the RFQ Evaluation, the Reference Evaluation, and the Interview Evaluation (if applicable) to determine the firm to award.

Fee Proposal

- The selected firm will receive notification of final selection and will at that time be prepared to provide fee schedule.

- Due to the fact that is a federally funded project, the fee proposals must be based upon 6% of the total construction cost.

Recommendation of Award

A recommendation will be prepared and submitted to the County Mayor and other officials to obtain final approval of selection prior to executing a contract(s) with the firm.

c. Contact/Communication on RFQ Process and Selection

Any written questions concerning this Request for Qualifications must be submitted to:

Kristinia Davis
Purchasing Agent
Sullivan County Purchasing Department kris.davis@sullivancountytn.gov

Any oral communication shall be considered unofficial and non-binding with regard to this RFQ. The Purchasing Agent must receive all written comments, including questions and requests for clarification, no later than the deadline listed in this RFQ.

8. RFQ SCHEDULE

a. Tentative Schedule (Subject to Change)

REQUEST FOR QUALIFICATIONS RELEASED	MAY 31, 2022
DEADLINE TO SUBMIT QUESTIONS	JUNE 14, 2022
ADDENDUM TO BE POSTED ONLINE	JUNE 20, 2022
DUE DATE FOR REQUEST FOR QUALIFICATIONS	JUNE 23, 2022
COMMITTEE REVIEW; SELECT TOP 3	JUNE 24-30, 2022
INTERVIEWS	TBD
CANDIDATES TO HAVE FEE STRUCTURE READY TO SUBMIT IF SELECTED	JULY 31, 2022

The timeline illustrated above is an estimate. It is subject to change according to schedule availability of selection committee members and circumstances that may arise un-expectantly.

9. FORMS

a. RFQ Submission Checklist Form

RFQ SUBMISSION CHECKLIST FORM

Name of Firm:

Primary Contact:

Phone:

Email:

Initials	*Documents*	*Placement*
	RFQ Submission Checklist Form	Insert at front of binder
	Firm Information	Insert in Tab 1
	Firm's Management Style & Philosophy	Insert in Tab 2
	Firm's References	Insert in Tab 3
	Project Team	Insert in Tab 4
	Forms	Insert in Tab 5
	Supplemental Information (optional)	Insert in Tab 6
	Verified that RFQ is 30 pages or less	n/a

b. COMPLIANCE AFFIDAVIT

COMPLIANCE AFFIDAVIT(S)

THIS COMPLIANCE AFFIDAVIT MUST BE SIGNED, NOTARIZED AND INCLUDED WITH ALL BIDS – FAILURE TO INCLUDE THIS FORM WITH THE BID SUBMITTED SHALL DISQUALIFY THE BID FROM BEING CONSIDERED.

VENDOR: _____

CONFLICT OF INTEREST:

1. No Board Member or officer of the County or other person whose duty it is to vote for, let out, overlook or in any manner superintend any of the work for the County has a direct interest in the award of the vendor providing goods or services.

2. No employee, officer or agent of the grantee or sub-grantee will participate in selection, or in the award or administration of an award supported by Federal funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when the employee, officer or agent, any member of their immediate family, his or her partner, or an organization, which employs, or is about to employ, any of the above, has a financial or other interest in the firm selected for award.

3. The grantee's or sub-grantees officers, employees or agents will neither solicit nor accept gratuities, favors or anything of monetary value from vendors, potential vendors, or parties to sub-agreements.

4. By submission of this form, the vendor is certifying that no conflicts of interest exist.

5. Do you or any officer/owners/part-owners/stake-holders/employees of this company have any relative(s) (relatives include spouse, children, stepchildren or any to whom you are related by blood or marriage) that are currently employed by Sullivan County, Tennessee, including the Sullivan County Department of Education or serve on the Sullivan County Commission or the Sullivan County Department of Education? _____ Yes _____ No

   If you answered yes please state the name and relationship of the employee or member of the Sullivan County Commission or the Sullivan County Department of Education.
   _____

6. Are you or any officers/owners/part-owners/stake-holders/employees of this company also employees of Sullivan County, Tennessee, including the Sullivan County Department of Education or serve on the Sullivan County Commission or the Sullivan County Department of Education? _____ Yes _____ No

   If you answered yes please state the name of the employee or board member
   _____

DRUG FREE WORKPLACE REQUIREMENTS:

7. Private employers with five or more employees desiring to contract for construction services attest that they have a drug free workplace program in effect in accordance with TCA 50-9-112.

ELIGIBILITY:

The vendor is eligible for employment on public contracts because no convictions or guilty pleas or pleas of nolo contender to violations of the Sherman Anti-Trust Act, mail fraud or state criminal violations with an award from the State of Tennessee or any political subdivision thereof have occurred.

GENERAL:

8. Vendor fully understands the preparation and contents of the attached offer and of all pertinent circumstances respecting such offer.

9. Such offer is genuine and is not a collusive or sham offer.

IRAN DIVESTMENT ACT:

10. Concerning the Iran Divestment Act (TCA 12-12-101 et seq.), by submission of this bid/quote/proposal, each vendor and each person signing on behalf of any vendor certifies, and in the case of a joint bid/quote/proposal, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each vendor is not on the list created pursuant to § 12-12-106.

NON-COLLUSION:

11. Neither the said vendor nor any of its officers, partners, owners, agents, representatives, employees or parties interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly, with any other responder, firm, or person to submit a collusive or sham offer in connection with the award or agreement for which the attached offer has been submitted or to refrain from making an offer in connection with such award or agreement ,or collusion or communication or conference with any other firm, or, to fix any overhead, profit, or cost element of the offer price or the offer price of any other firm, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against Sullivan County or any person interested in the proposed award or agreement.

12. The price or prices quoted in the attached offer are fair, proper and not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the firm or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

BACKGROUND CHECK REQUIREMENT FOR SCHOOL SYSTEM SUPPLIERS:

13. In submitting this bid/quote/proposal, you are certifying that you are aware of the requirements imposed by TCA § 49-5-413 (d) to conduct criminal background checks through the Tennessee Bureau of Investigation and the Federal Bureau of Investigation on yourself and any of your employees who may come in direct contact with students or who may come on or about school property anytime students are present. You are further certifying that at no time will you ever permit any individual who has committed a sexual offense or who is a registered sex offender to come in direct contact with children or to come on or about school property while students are present.

The undersigned hereby acknowledges and verifies that the response submitted to this solicitation is in full compliance with the applicable laws/listed requirements.

SIGNED BY: _____

PRINTED NAME: _____

TITLE: _____

SUBSCRIBED AND SWORN TO BEFORE ME THIS DATE: _____

BY (NOTARY PUBLIC): _____

MY COMMISION EXPIRES ON: _____

c. Lobbying Certification

CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents of all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, United States Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Organization: _____

Street Address: _____

City, State, Zip: _____

_____
CERTIFIED BY: (Type or Print)

_____
TITLE:

_____ _____
(Signature) (Date)

d. Vendor Information Form

VENDOR INFORMATION SHEET

(Please fill out completely)

By completing and signing this form you certify that you are an authorized representative of the company for which you are submitting a bid/proposal and that you have the authority to legally bind your company. Further, by completing and signing this form you certify that you agree to all the terms and conditions of this bid/proposal.

1. Vendor Name: _____

2. Address_____

   City_____ State_____ Zip Code_____

3. Contact Person (Please Print) _____

4. Telephone Number_____ Fax Number_____

5. Vendor's e-mail address_____

6. Authorizing Signature_____

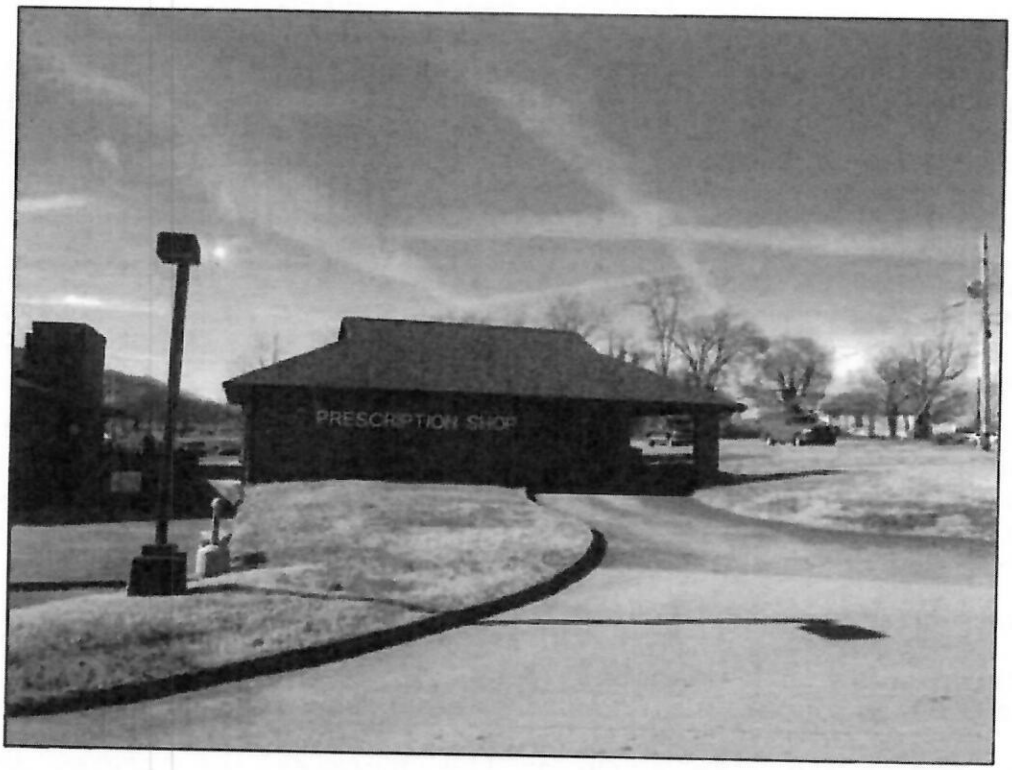
7. Title of Person Signing Bid_____

8. If addenda were issued, please acknowledge the receipt of: (please write "yes" if you received one)
   Addendum 1_____Addendum 2_____Addendum 3_____

APPRAISAL REPORT

For

Sullivan County
1046 Dale Street, Kingsport TN, 37660



Subject:

1046 Dale Street, Kingsport, TN 37660

By

F. J. Brownell, III, SRA, CG-494
2412 Fort Henry Drive
Kingsport, Tennessee 37664
423/246-4147

F. J. Brownell, III, SRA
2412 Fort Henry Drive
Kingsport, Tennessee 37664
423/246-4147

Re: Property location: 1046 Dale Street, Kingsport, TN. 37660

Dear: Sullivan County Regional Health Department

Per your request, I personally inspected the above mentioned property. The purpose of the inspection and ensuing appraisal report is to estimate the As Is Market Value of the subject property as of December 15th, 2021, the last inspection date. The date of the appraisal is, December , 2021.

This report was prepared for and billed to Sullivan County Regional Health Department It is intended only for use by your internal management, your auditors and other necessary regulatory authorities. It may not be distributed to other persons or entities without our written permission.

Data on the subject property is obtained from various sources including, but not limited to, inspection, the owner, the public records of Sullivan County, and surveys. When appropriate, more than one source may be used to confirm data and the source may be stated in the report submitted.

Market data is confirmed with buyer, seller, real estate broker, appraisers or attorneys and the tax records are reviewed to confirm their information. Cost data is obtained from cost estimation publications, contractors and/or developers.

When appropriate, the scope of the appraisal is treated in more detail elsewhere in the report. Further, the reader's attention is directed to the assumptions and limiting conditions of this appraisal.

The appraisal assignment was not based on a requested minimum valuation, a specific valuation, or the approval of a loan.

As of the date of this report, I, F. J. Brownell, III, have completed the requirements under the continuing education program of the Appraisal Institute.

The legal description is taken from provided deed and may not be correct or provided legal information for the purpose of deed preparation.

Subject site size is obtained from County tax records and/or provided survey and is assumed to be correct. Appraised value may be adjusted if new survey depicts size difference. Appraisal assumes the improvements conform to setback and zoning restrictions.

I have performed no (or the specified) services, as an appraiser or any other capacity, regarding this property that is the subject of this report within the three-year period immediately preceding acceptance of this assignment.

As a result of our analysis, we have formed an opinion that the as is Market Value (as defined in the report), subject to the definitions, certifications and limiting condition set forth in the report, as of December 15th, 2021, is

Respectfully submitted,

F. J. Brownell, III, SRA

FJB/bbm

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SCOPE OF APPRAISAL

Data on the subject property is obtained from various sources including, but not limited to, inspection, the owner, the public records of Sullivan and Washington County, surveys and plans. When appropriate, more than one source may be used to confirm data and the source may be stated in the report.

If applicable, comparable sales are inspected. When possible, Market data is confirmed with buyer, seller, real estate broker, appraisers or attorneys and the tax records are reviewed to confirm their information. Cost data is obtained from cost estimation publications, contractors and/or developers.

All three approaches to value have been utilized, as outlined, in the appraisal process in the text of this report. When appropriate, the scope of the appraisal is treated in more detail elsewhere in the report. Further, the reader's attention is directed to the assumptions and limiting conditions of this appraisal.

The subject property presently has one existing structures.

The intended use of the report is to aid the client in making a decision regarding financing.

The intended user of this appraisal is the lender/client.

The reported analyses, opinions and conclusions were developed, and this report has been prepared, in conformity with the requirements of the Appraisal Institute's Code of Professional Ethics and Standards of Professional Appraisal Practice, which include the Uniform Standards of Professional Appraisal Practice.

The use of this report is subject to the requirements of the Appraisal Institute relating to review by its duly authorized representatives.

The subject property was inspected and the exterior was measured. These dimensions were not provided the county tax records as a check for accuracy. The appraiser has made a sketch of the improvements taken from measurements of the building exterior.

REPORT

CLIENT: Sullivan County Regional Health Department

PURPOSE OF APPRAISAL: The purpose of the Appraisal is to estimate the As Is Market Value of the subject property as of December 15th, 2021, the last inspection date. The appraisal will be an APPRAISAL REPORT. The report was prepared for and billed to Sullivan County Regional Health Department. It is intended for your use and it many not be distributed to other persons or entities without our written permission. The date of the appraisal is.

PROPERTY OWNER: Gerald O Conner M Jr Susan

BORROWER: Sullivan County Regional Health Department

INTEREST VALUED: Fee Simple

MARKET VALUE DEFINED: As defined by the Controller of currency (OCC) under 12 CFR Definitions is as Follows. The most probable price a property will bring in a competitive and open market under all conditions requisite to a fair sale, the buyer and seller each acting prudently, knowledgeably, and assuming the property is not affected by undue stimulus. Implicit in this definition is the consummation of the sale as of a specified date and the passing of title from seller to buyer under conditions whereby: (1) buyer and seller are typically motivated; (2) both parties are well informed or well advised and each acting in what he considers his own best interest; (3) a reasonable time is allowed for exposure in the open market; (4) payment is made in terms of cash in U. S. dollars or in terms of financial arrangements comparable thereto; and (5) the price represents the normal consideration for the property sold unaffected by special or creative financing or sales concessions* granted by anyone associated with the sale.

PROPERTY ADDRESS: 1046 Dale Street
Kingsport, TN. 37660

Report continued

UTILITIES: Electricity, water, telephone, sewer, natural gas

PROPERTY RIGHTS APPRAISED: Fee simple

IMPROVEMENTS: Existing YEAR BUILT: 1981

COUNTY TAX MAP NUMBER: 061B A 002.00 Pharmacy: 061B A 001.00 V/L

SUBJECT HISTORY: Tax records indicate a sale of subject Pharmacy dated 5/1/2015 for $75,000 to Gerald O Connor from Ronald W Lee. The subject vacant land sold for $100,000 dated 10/9/2019 to Gerald O Connor from HMG Real Estate.

REASONABLE MARKET TIME: An opinion of the amount of time it might take to sell a real or personal property interest at the concluded Market Value level during the period immediately after the effective date of an appraisal. A reasonable market time is estimated to be 6 to 9 months.

EXPOSURE TIME: Estimated length of time that the property interest being appraised would have been offered on the market prior to the hypothetical consummation of a sale at Market Value on the effective date of the appraisal. Exposure time is estimated to be 6 to 9 months.

ZONING: B 2E/P 1; Business/Professional CENSUS TRACT: 402

SUBJECT LEGAL CONFORMING: Yes

LEGAL DESCRIPTION: V/L; Lot 2 Holston Fam Practice LLC; Pharmacy; Pt 71/P36 Kingsport Townsite Plan

EASEMENTS: Appraiser assumes the subject site has typical utility easements. Appraisal assumes there are no adverse easements. A survey was not provided.

FLOOD ZONE INFORMATION: Property does not appear to be in a flood hazard per Map 47163C 0045D, zone X, dated 09/29/06

TAXES: Appraised Value:

Land:	$119,200
Improvements:	$102,400
Total:	$221,600

County Rate: $2.570
City Rate: $2.0643

Taxes: Land: $580.21
Pharmacy and Land: $2,743.51

Total Taxes: $3,323.72

HIGHEST AND BEST USE

Highest and best use is defined as that reasonable and probable use which, at the time of the appraisal, is the most profitable use for which a property is adapted or capable of being used. It may also be defined as that legal use which will produce the highest present value to the property as a whole. The opinion of such use is based on the highest and most profitable continuous use to which the property is adapted and needed, or likely to be in demand in the reasonably near future.

The following tests must be passed in determining the highest and best use: 1. the use must be legal. 2. Demand must exist for such use. 3. The use must be profitable. 4. The use must produce the highest net return to the land as well as the property as a whole.

In estimating highest and best use, four stages of analysis must be considered:

- Possible Use: Determine the physical possible uses for site.
- Permissible Use: Determine what uses are legally permitted for the site.
- Feasible Use: Determine which possible and permissible uses will produce a net return to the subject site.
- Most Profitable Use: Determine which use among the feasible uses is most profitable.

The highest and best use analysis must be performed separately for the land as if vacant and available for development and for the property as improved with the existing buildings. The highest and best use of the land as if vacant and available for development may be different from that of the improved property if the existing improvements are an inappropriate use.

Lands as if Vacant

Possible Use - With the subject's site area within the city limits with relatively good access and exposure, it is possible to develop it with professional use.

Permissible Use - The property is zoned B-3 and P-1. This ordinance is designed for professional uses oriented to major streets and highways in the community.

Report continued

Feasible Use - The subject's location in a well-established urban commercial district make it ideal for an exposure intensive professional use.

Most Profitable Use - The most profitable use is to develop the property with one or a combination of several exposure intensive uses such as a restaurant, branch bank, many retail uses, a neighborhood shopping center or pharmacy. These uses complement the downtown neighborhood and represent that sector of the market for which future demand can be expected to remain stable.

PROPERTY AS IMPROVED

Possible Use - The existing development consists of 1 building currently used as a pharmacy. The pharmacy is presently vacant. Possible uses include the present use and other uses conforming to zoning.

Permissible Use - The existing development is legally permissible based on applicable zoning standards.

Feasible Use - The existing improvements present and permissible uses lends itself for a pharmacy use so the use is feasible.

Most Profitable Use - The existing facility is one of the highest and best uses based on similar use properties. With the proper management the present use would be most profitable.

Highest and Best Use: The improvements are consistent with The Highest and Best Use of the site as vacant. The existing use conforms to present zoning. The highest and best use would be to construct the present use to a professional use.

Report continued

DESCRIPTION OF LAND: Subject site has frontage on 1046 Dale Street and East Sullivan Street. Subject site has 1.51 acres and is improved with a pharmacy building. See attached overhead view of site for dimensions. Site is mostly level.

DESCRIPTION OF IMPROVEMENTS:

Main Building Area: 1,517 square feet;
Foundation: Continuous Footing;
Exterior Walls: Block
Roof Framing: Wood Truss;
Floor System: Concrete Slab;
Roof: Architectural Shingles
Heat & Air: New HVAC
Baths: 2-1/2 baths with laminate floor
Concrete Slab
Paneling
Drop Down Stairs

PERSONAL PROPERTY: The appraiser is not experienced or qualified in estimating value of equipment and suggests the use of a professional in furniture, fixtures and equipment valuation for an accurate estimate.

HYPOTHETICAL CONDITIONS: A condition, directly related to a specific assignment, which is contrary to what is known by the appraiser to exist on the effective date of the assignment results, but is used for the purpose of analysis.

EXTRAORDINARY ASSUMPTIONS: An assumption, directly related to a specific assignment, as of the effective date of the assignment results, which, if found to be false, could alter the appraisers opinions or conclusions.

HYPOTHETICAL CONDITIONS:

EXTRAORDINARY ASSUMPTIONS: See addendum for assumptions Appraisal assumes there is no hazardous and/or toxic material's present on subject site. The appraiser's estimate of value assumes no such material is on or in the property that would cause a loss of value. Appraisal assumes subject is functional with properly working power and utilities and all improvements.

NEIGHBORHOOD ANALYSIS

Location	x Urban	__Suburban	__Rural
Built Up	x Over 75%	__25%-75%	__Under 25%
Growth Rate	__Rapid	__Stable	x Slow
Property Values	__Increasing	x Stable	__Declining
Demand/supply	__Shortage	x In Balance	__Over Supply
Marketing Time	__Under 3 mos.	__3-6 mos.	x Over 6 mos.

Predominant Occupancy

x Owner
__Tenant
x Vacant (0-5%)
__Vacant (Over 5%)

Single Family Housing

Price $(000)		Age Yrs.
N/A	Low	
	High	
	Predominant	

Present Land Use %

One Family	
2-4 Family	
Multi Family	
Commercial	95
Vacant	5

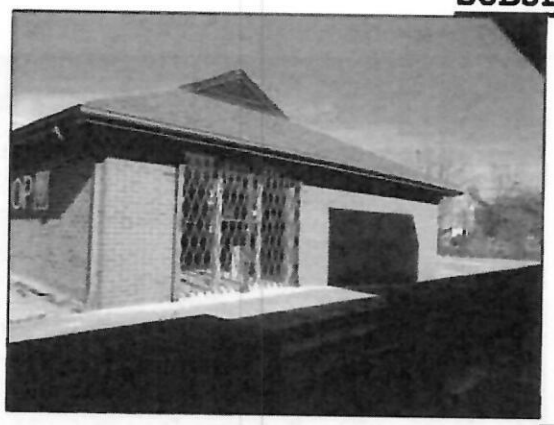
Land Use Change

x Not Likely
__Likely
__In Process
To: _____

	Good	Avg.	Fair	Poor
Employment Stability		x		
Convenience to Employment	x			
Convenience to Shopping	x			
Convenience to Schools		x		
Adequacy to Public Transportation	x			
Recreational Facilities		x		
Adequacy of Utilities	x			
Property Compatibility		x		
Protection from Detrimental Conditions		x		
Police and Fire Protection	x			
General Appearance of Property		x		
Appeal to Market		x		

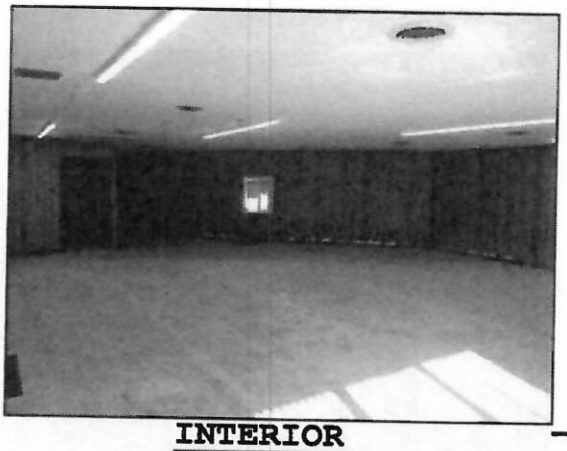
The subject neighborhood includes business use, historical properties, industrial and few vacant building sites. The neighborhood boundaries are Clinchfield Street to the West, Main Street to the South, Unicoi Street to the East and Sullivan Street to the North. The approximate percentages are 89% business, 8% industrial and 3% vacant building sites. The City of Kingsport has been renovating the downtown area with the major focus being on Main Street and the Old Railroad Station. Many large department stores, discount houses and general retailers have moved to the shopping malls in suburban areas and this trend should continue. The downtown area does remain, however the center for government, finance, furniture stores and professional offices for attorneys whose need to be close to the local courthouse and police buildings. Renovation efforts are necessary to entice purchasers to return to the downtown area; thus, increasing traffic and trade in the subject neighborhood. Market value of area properties increase at a slow pace with value/square foot being much lower than business zoned properties removed from the downtown area.

SUBJECT PHOTOS

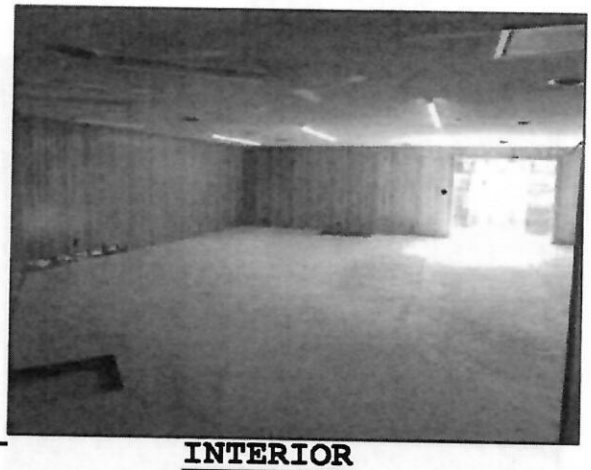


SUBJECT SIDE

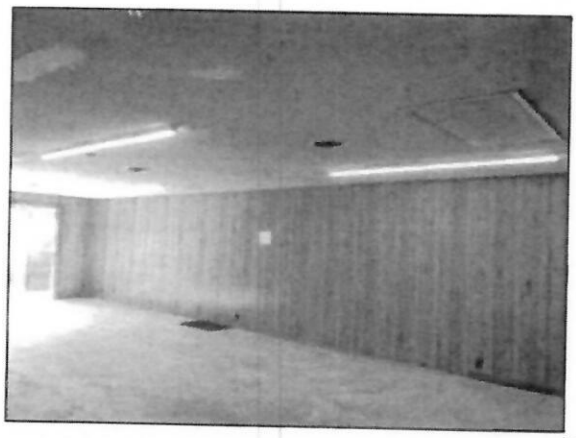
SUBJECT SIDE



INTERIOR



INTERIOR



INTERIOR

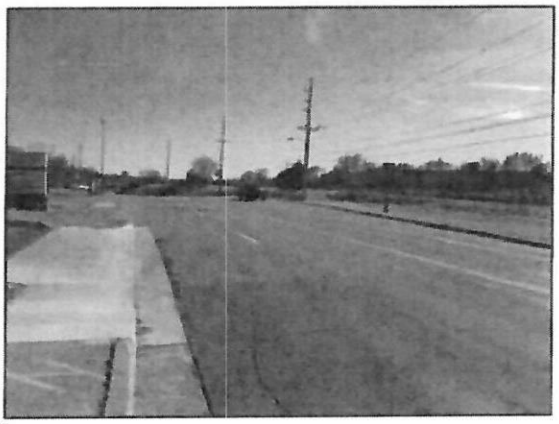
HALF BATH

SUBJECT PHOTOS

HALF BATH

EAST SULLIVAN ST ACCESS

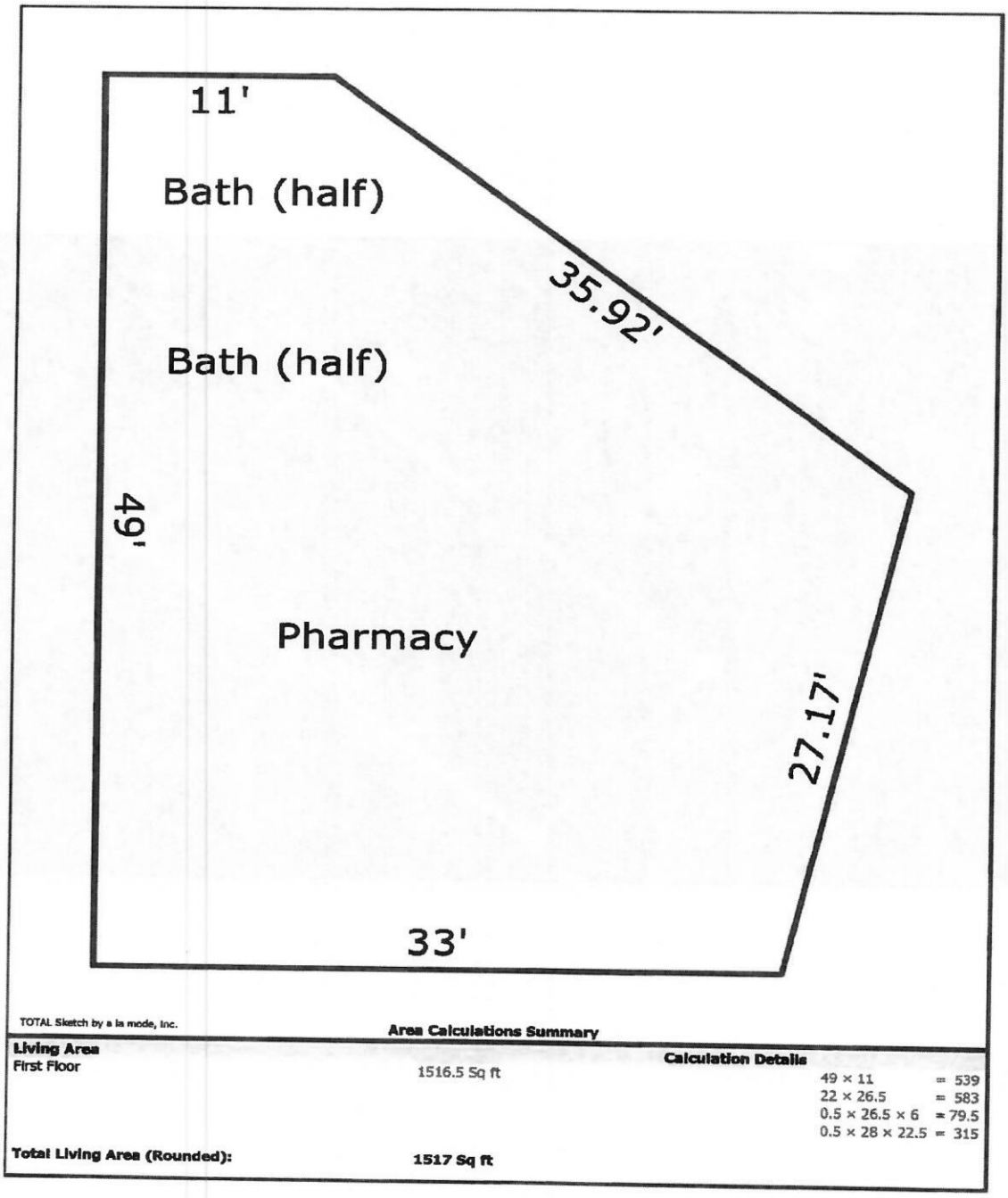
EAST SULLIVAN ST ACCESS



SULLIVAN STREET

SULLIVAN STREET

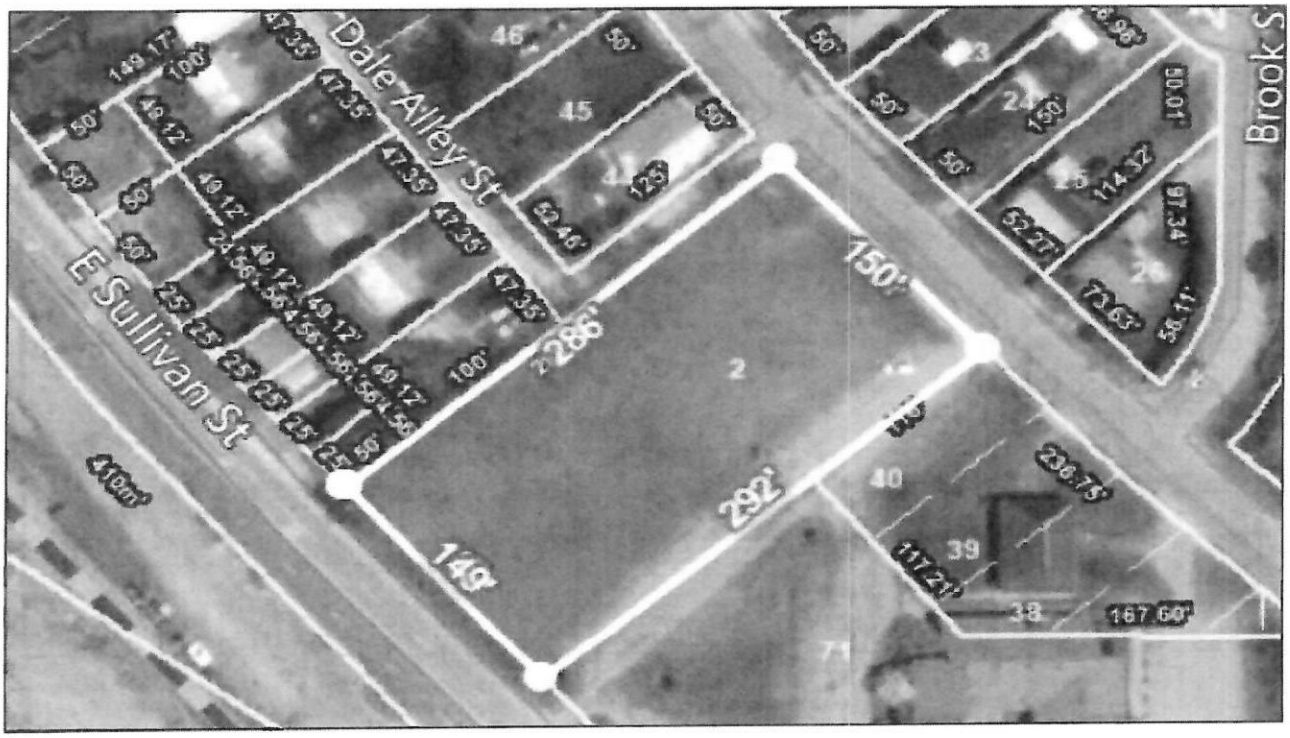
BUILDING SKETCH



Area Calculations Summary

Living Area		**Calculation Details**
First Floor	1516.5 Sq ft	49 × 11 = 539
		22 × 26.5 = 583
		0.5 × 26.5 × 6 = 79.5
		0.5 × 28 × 22.5 = 315
Total Living Area (Rounded):	**1517 Sq ft**	

SITE MAP


E Sullivan St
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150
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39
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236.75
167.60
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114.32
73.63
56.11
97.34
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52.27
52.46
123
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46
3
24
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100
149.17
47.35
49.12
49.17
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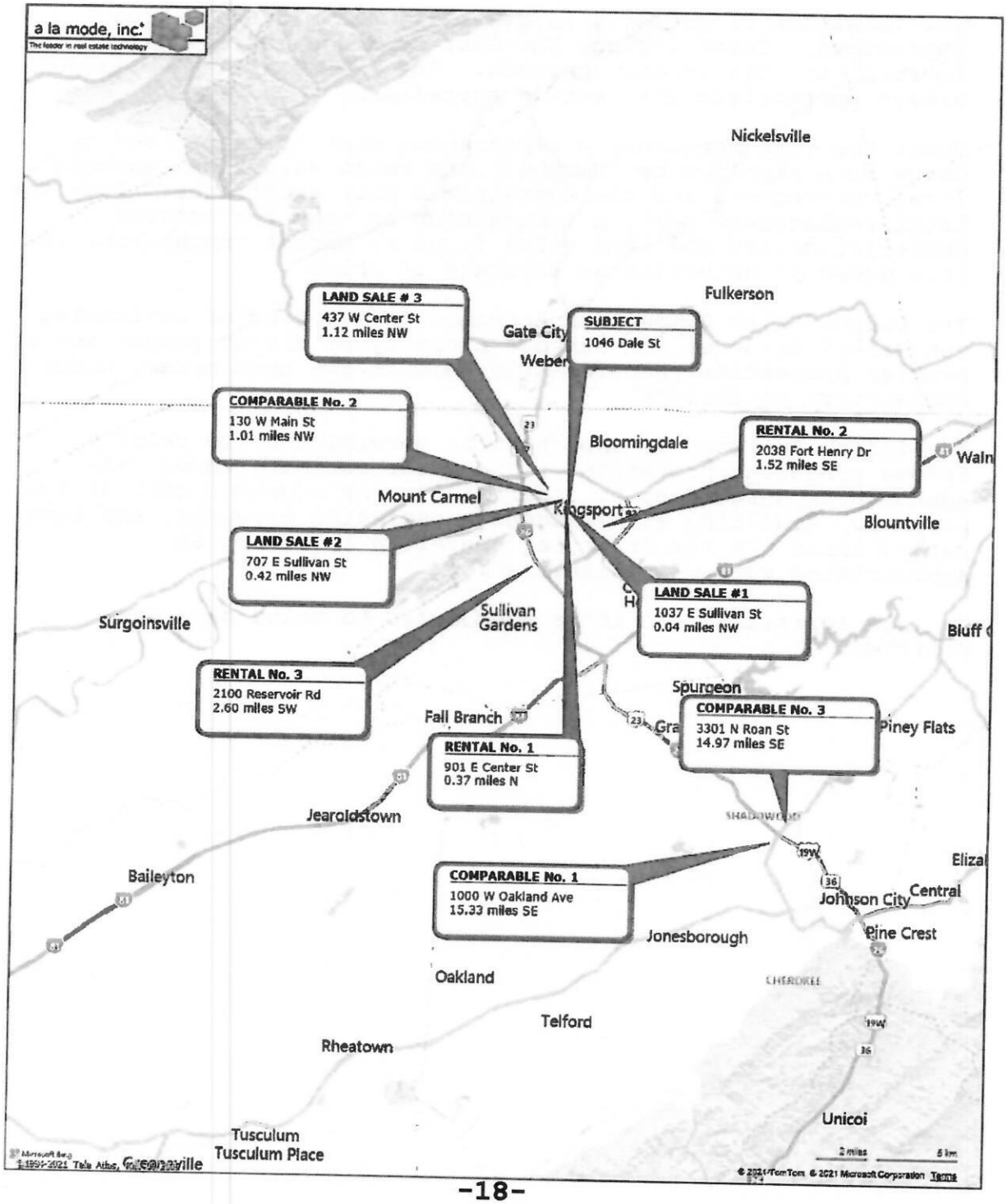
25
410.00

LOCATION MAP



THE APPRAISAL PROCESS

The valuation of property is generally estimated by three approaches. These include the Cost Approach, Direct Sales Approach and the Income Approach. The use of all three is not always appropriate for certain appraisals.

Under the Cost Approach, a replacement cost is determined by using data supplied by "Marshall and Swift Valuation Handbook", local contractors and the appraiser's past experience. From the total replacement cost, a subtraction is made for accrued depreciation and the land value found by market comparison, is then added to determine an estimate of value.

The Direct Sales Comparison Approach is a method of estimating the Market Value of the subject property by direct comparison of similar properties that recently sold in the open market under competitive conditions.

The Income Approach is important in determining the value of income producing properties. The value estimate under this approach is determined by ascertaining the economic rent of the property, deducting all reasonable operating expenses, and then capitalizing the resultant net operating income by an appropriated rate of capitalization.

In this appraisal, all three approaches to value have been utilized.

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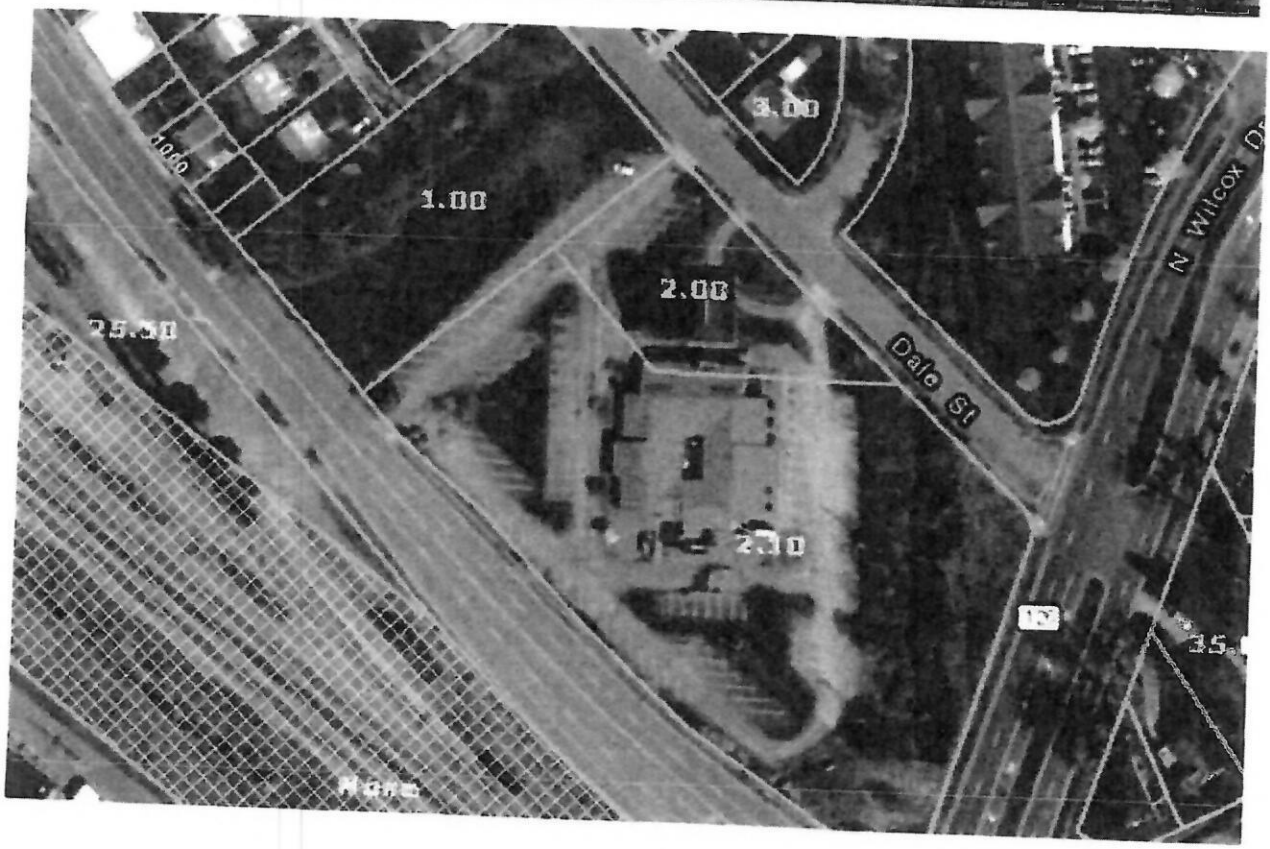

3.00
1.00
2.00
25.50
Dale St
N Wilcox Dr
2.00
45

1046 Dale St
Google

Dale St
Dale St
Google

1950 E Sullivan St
Google

Sullivan County - Parcel: 061B A 002.00

Date: October 15, 2021
County: Sullivan
Owner: O'CONNOR GERALD M JR &
Address: DALE ST 1046
Parcel Number: 061B A 002.00
Deeded Acreage: 0
Calculated Acreage: 0
Date of Imagery: 2019

TN Comptroller - DPA
Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, (c) OpenStreetMap contributors, and the GIS User Community
State of Tennessee, Comptroller of the Treasury, Department of Property

The property lines are compiled from information maintained by your local county Assessor's office but are not conclusive evidence of property ownership in any court of law.

State of Tennessee Comptroller of the Treasury

Real Estate Assessment Data

Home | About | New Search | Return to List

County Number: 082 **County Name:** SULLIVAN **Tax Year:** 2021

Property Owner and Mailing Address

Jan 1 Owner:
O'CONNOR GERALD M JR &
SUSAN
924 SIR ECHO DR
KINGSPORT, TN 37664

Property Location

Address: DALE ST 1046

Map: 061B **Grp:** A **Ctrl Map:** 061B **Parcel:** 002.00 **PI:** **S/I:** 000

Value Information

Reappraisal Year: 2021

Land Mkt Value:	$60,500
Improvement Value:	$102,400
Total Market Appraisal:	$162,900
Assessment %:	40
Assessment:	$65,160

General Information

Class:	08 - COMMERCIAL		
City #:	380	**City:**	KINGSPORT
SSD1:	000	**SSD2:**	000
District:	11	**Mkt Area:**	A60
# Bldgs:	1	**# Mobile Homes:**	0
Utilities - Water / Sewer:	01 - PUBLIC / PUBLIC	**Utilities - Electricity:**	01 - PUBLIC
Utilities - Gas / Gas Type:	01 - PUBLIC - NATURAL GAS	**Zoning:**	

Subdivision Data

Subdivision: KINGSPORT TOWNSITE PLAN

Plat Bk: 3 **Plat Pg:** 46 **Block:** PT71 **Lot:** P36-

Additional Description

Building Information

Building # 1

Improvement Type:	205 - DRUG STORE	**Stories:**	1
Living/Business Sq. Ft.:	1,441		
Foundation:	02 - CONTINUOUS FOOTING	**Floor System:**	01 - SLAB ON GRADE
Exterior Wall:	11 - COMMON BRICK	**Structural Frame:**	00 - NONE
Roof Framing:	02 - GABLE/HIP	**Roof Cover/Deck:**	03 - COMPOSITION SHINGLE
Cabinet/Millwork:	03 - AVERAGE	**Floor Finish:**	11 - CARPET COMBINATION
Interior Finish:	07 - DRYWALL	**Paint/Decor:**	03 - AVERAGE
Heat and A/C:	0 -	**Plumbing Fixtures:**	0
Bath Tile:	00 - NONE	**Electrical:**	03 - AVERAGE
Shape:	01 - RECTANGULAR DESIGN	**Quality:**	01 - AVERAGE
Act Yr Built:	1981	**Condition:**	A - AVERAGE

Building Areas:

Area: 205 **Sq Ft:** 1,441

Area: CPF **Sq Ft:** 242

Extra Features

Sale Information

Sale Date	Price	Book	Page	Vac/Imp	Type Instrument	Qualification
05/01/2015	$75,000	3168	1047	IMPROVED	WD	N
03/12/2001	$0	1598C	357			
03/14/1980	$0	240C	311			
01/01/1980	$50,000	240C	311	IMPROVED	WD	D

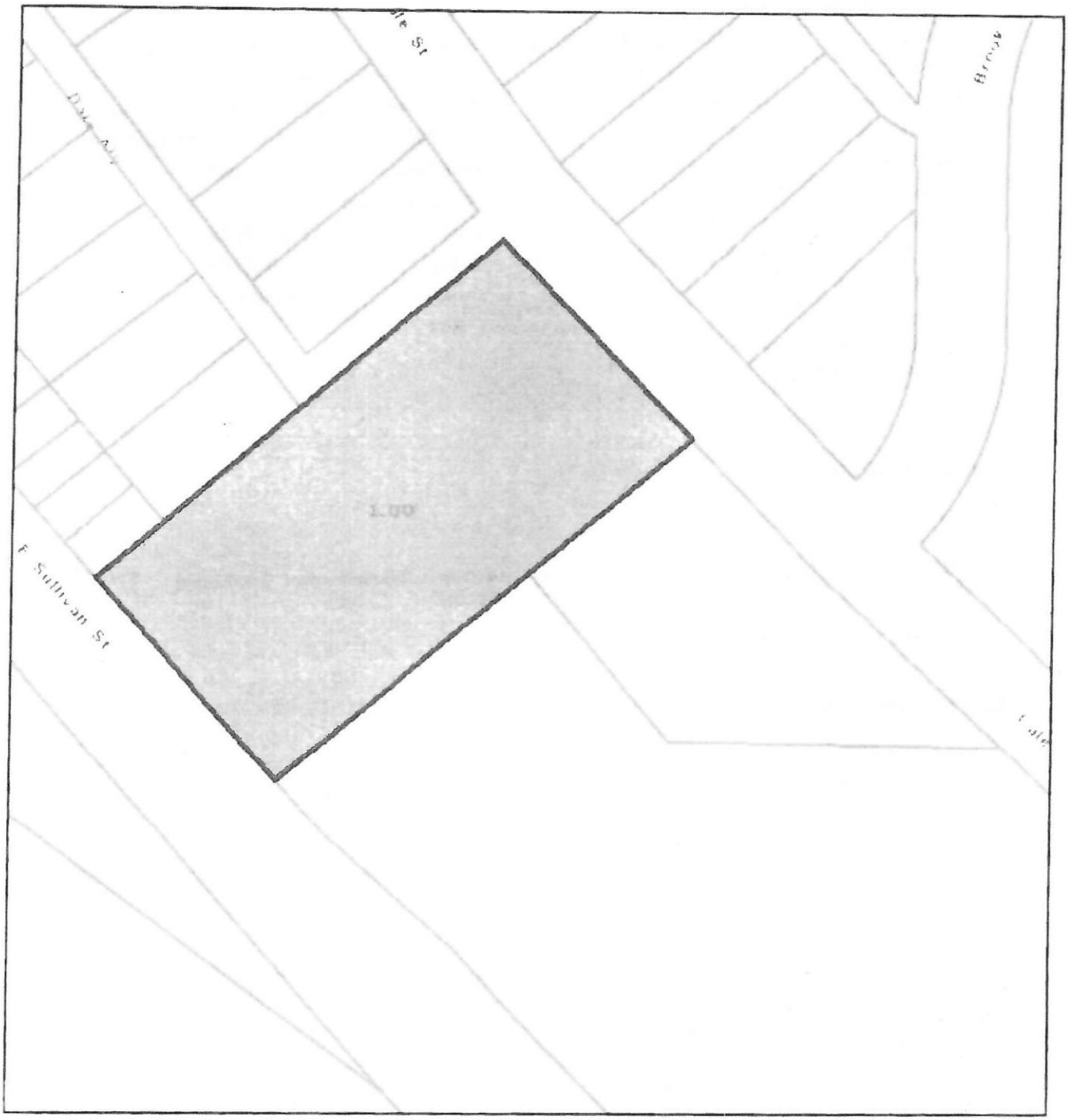
Land Information

Deed Acres: 0.00 **Calc Acres:** 0.00 **Total Land Units:** 189.00

Land Type: 10 - COMMERCIAL **Soil Class:** **Units:** 189.00

How to Search

Sullivan County - Parcel: 061B A 001.00



Date: October 15, 2021
County: Sullivan
Owner: O'CONNOR GERALD M JR &
Address: SULLIVAN ST E 1037
Parcel Number: 061B A 001.00
Deeded Acreage: 0.94
Calculated Acreage: 0
Date of Imagery: 2019

TN Comptroller - DPA
Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, (c) OpenStreetMap contributors, and the GIS User Community
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