

**Hartsville/Trousdale County Government
Request for Qualifications**

**Architectural Planning and Design Services
Hartsville/Trousdale County Criminal Justice Center Project**

RFQ 2022-003

Office of the Hartsville/Trousdale County Mayor

Attn: Stephen Chambers
Address: 328 Broadway, Room 6
Hartsville, Tennessee
Office: 615-374-2461
Fax: 615-374-3948
Email: contact@trousdalecountyttn.gov

March 10, 2022

Pre-Bid Meeting: March 21, 2022, 10:00am
Deadline for submissions: March 31, 2022, 4:00pm

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**Hartsville/Trousdale County Government
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**Architectural Planning and Design Services
Trousdale County Jail and Justice Center Project
Proposals Due By: MARCH 31, 2022 | 4:00PM**

INTRODUCTION

Hartsville/Trousdale County Government is requesting qualifications of licensed architectural and/or engineering firms to provide specified professional services in connection with the Hartsville/Trousdale Criminal Justice Center located in Hartsville, Tennessee.

Submission of proposal must be clearly marked on the front of the SEALED qualifications/proposal package:

“HTC COUNTY CRIMINAL JUSTICE CENTER ARCHITECTURAL PLANNING AND DESIGN SERVICES”

Sealed Qualifications/Proposals must be delivered to the Hartsville/Trousdale County Mayor’s Office, 328 Broadway, Room 6, Hartsville, Tennessee via the following methods:

- U.S. Postal Service
- Private Carrier Service, (i.e., FedEx, UPS)
- In Person
- Vendor Registry

Sealed Qualifications must be received in the Hartsville/Trousdale County Mayor’s Office by no later than 4:00pm, CST on Thursday, March 31, 2022. Late proposals will not be considered.

The Request for Qualifications must be submitted as follows:

- Four (4) original, bound hard copies signed in BLUE ink and one Adobe pdf copy are due no later than the date indicated as the closing date of this RFQ. OR
- One (1) exact copy of the original document submitted via Vendor Registry. The electronic media copy must be saved as one complete document in Adobe PDF format.

Please review the following documents carefully. A Pre-Bid meeting has been scheduled for Monday, March 21, 2022, at 10:00am in the Hartsville/Trousdale County Mayor’s office. Proposers will have an opportunity to submit questions regarding this Request for Qualifications. Questions may be submitted via email to contact@trousdalecountyttn.gov or via Vendor Registry no later than 2:00pm on Thursday, March 24, 2022. Responses to the questions will be posted via email and Vendor Registry no later than 4:00pm on Tuesday, March 29, 2022. Any addenda will be posted on Vendor Registry & sent via email, by 2:00pm on Monday, March 28, 2022.

Each page included in this Request for Qualifications must be completed in its entirety. The Proposer shall initial the completion of each page in the space provided.

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VENDOR INFORMATION

Company Name: _____

Contact Person: _____

Contact Person Title: _____

Federal Tax ID #: _____

Street Address: _____

Street Address: _____

City, State, Zip _____

Telephone Number: _____

Fax Number: _____

Email of Contact Person: _____

Authorized Signature
(blue ink): _____

Date of Signature: _____

GENERAL INSTRUCTIONS

1. All submissions shall be sealed and plainly marked as “TROUSDALE COUNTY JAIL/JUSTICE CENTER ARCHITECTURAL PLANNING AND DESIGN SERVICES” to the Hartsville/Trousdale County Mayor’s Office at the following:

Hartsville/Trousdale County Mayor’s Office
TC JAIL/JUSTICE CENTER PLANNING PACKET
328 Broadway, Rm 6
Hartsville, TN 37074

2. Prospective proposers will have an opportunity to submit questions regarding this Request for Qualifications. Questions may be submitted via email to contact@trousdalecountyttn.gov or via Vendor Registry no later than 2:00pm on Thursday, March 24, 2022. Responses to the questions will be posted via email and Vendor Registry no later than 4:00pm on Tuesday, March 29, 2022. Any addenda will be posted on Vendor Registry & sent via email, by 2:00pm on Monday, March 28, 2022.
3. A Pre-Bid meeting is scheduled for Monday, March 21, 2022 at 10:00am at the Hartsville/Trousdale County Mayor’s Office located at 328 Broadway, Hartsville, TN 37074.
4. Proposals and amendments thereto, if received by the Hartsville/Trousdale County Mayor’s Office 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 Hartsville/Trousdale County Mayor’s Office by the specified time and date. There will be no exceptions. Date of postmark will not be considered. Telephone, facsimile, and verbal proposals will not be accepted. Prices or changes shown on the outside of an envelope or package will not be acceptable.
5. Hartsville/Trousdale County reserves the right to: award by item, groups of items, 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 Hartsville/Trousdale County.
6. 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.
7. If you choose to not respond to this Request for Qualifications, advise Hartsville/Trousdale County of your intent and state the reason. Failure to do so may risk removal of your name from our mailing list.
8. Direct contact with County Departments, other than authorized Hartsville/Trousdale County Mayor’s Office representatives, on the subject of this RFQ is expressly forbidden except with the foreknowledge and permission of the Hartsville/Trousdale County Mayor’s Office.

9. Non-Discrimination - During the performance of this contract, the contractor agrees as follows: he/she will not discriminate against any employees or applicants for employment because of race religion, color, sex, national origin, age disability or any other basis prohibited by state law relating to discrimination in employment, except where one or more of these are a bona fide occupational qualification reasonably necessary to the normal operations of the contractor. The contractor agrees to post in conspicuous places available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause. During the performance of this contract, the contractor agrees to provide a drug free workplace.
10. Proposers have the right to request withdrawal of their submission from consideration due to error by giving notice not later than two (2) days after proposals are publicly opened.
11. The original, unbound proposal, which has been signed, or One (1) exact copy of the original document submitted via Vendor Registry, shall be considered the official copy of the RFQ by Hartsville/Trousdale County.
12. In the event that it becomes necessary to revise any part of this RFQ, written addenda will be issued. Any and all addenda will be numbered in sequence, dated as of the date of issue, posted on Vendor Registry and 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.
13. Four (4) original, bound hard copies and one Adobe pdf copy on a flash drive, or one (1) exact copy of the original document submitted via Vendor Registry, are due no later than the date indicated as the closing date of this RFQ
14. **IRAN DIVESTMENT ACT OF 2014.** Pursuant to the Iran Divestment Act of 2014, Tenn. Code Ann. § 12-12-106 requires the State of Tennessee Chief Procurement 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 § 12-12-105. Inclusion on this list makes a person ineligible to contract with the Hartsville/Trousdale County Government. 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>

TIMELINE AND IMPORTANT DATES

(subject to change)

<u>Event</u>	<u>Date</u>	<u>Time (if applicable)</u>
Release RFQ	Thursday, March 10, 2022	8:00am
Pre-Bid Meeting <i>328 Broadway, Hartsville, TN 37074</i>	Monday, March 21, 2022	10:00am
RFQ Question Deadline	Thursday, March 24, 2022	2:00pm
Posting of Responses to RFQ Questions	Tuesday, March 29, 2022	4:00pm
Deadline for RFQ to be submitted to HTC Mayor's Office	Thursday, March 31, 2022	4:00pm
Selection by the Professional Services Selection Committee	Thursday, April 7, 2022	10:00am
Award by Trousdale County Commission	Monday, April 25, 2022	7:00pm
Contract Start Date	Monday, May 2, 2022	8:00am

SPECIFICATION COMPLIANCE

Proposers shall note in the space provided below any exceptions or deviations in any way from the minimum standards of any section of this RFQ. Proposals should provide complete detail of exceptions or deviations.

Proposal Exceptions

<u>Item</u>	<u>Description of Exception</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

By signing below, proposer acknowledges any submittal to be in full compliance with all aspects of each section of this RFQ not noted above. The undersigned hereby declares that no person or party other than the undersigned has any interest whatsoever in this proposal, that it is without any connection or collusion with any person or persons making or having made any proposal for the same work and without any previous understanding with such person or persons as to relative prices, obviating competition, and that it is made in good faith.

Company

Representative Name/Title

Signature

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**Architectural Planning and Design Services
Trousdale County Jail and Justice Center Project
Proposals Due By: MARCH 31, 2022 | 4:00PM**

PROJECT OVERVIEW

The Hartsville/Trousdale County Government is soliciting requests for qualifications/proposals from licensed Architectural and/or Engineering firms for professional services necessary to plan and design a criminal justice center with connected jail facilities for Hartsville/Trousdale County, Tennessee. The proposed project and required services are explained herein.

Project Overview:

1. Trousdale County is located approximately 58 miles northeast of Nashville. Trousdale County is the smallest county in Tennessee in terms of land size. According to the 2020 Census, the county's population is 11,615, with approximately 2,500 of those incarcerated at CoreCivic's Trousdale Turner Correctional Complex. The only town in the county is Hartsville. The local government is a metropolitan government with the Town of Hartsville and Trousdale County merging to form the Hartsville/Trousdale County Government on January 1, 2001. The Sheriff's Department is responsible for all law enforcement.
2. The Trousdale County Jail was constructed in 1957 with additions in 1992.
3. The jail has a certified capacity of forty-four (44); thirty-eight (38) beds for males and six (6) beds for females. The facility is certified to house inmate by the Tennessee Corrections Institute.
4. The Average Daily Population from 2011 to 2020 was 37 males and 6 females. In 2019, the Average Daily Population was 37 males and 6 females.
5. During the last TCI inspection, the following deficiencies were noted:
 - The jail is antiquated, having been built in 1954 and an addition being built in 1992.
 - The door locks are in need of repair.
 - The lighting is in need of updating.
 - The plumbing is old and in need of repair or replacement.
 - There is no programming space.
 - There is limited storage space.
 - The Administrative Offices are small and insufficient.
 - There is a lack of security for public egress.
 - The Sally Port is outside.
 - The security perimeter is insufficient.

6. On May 20, 2021, the University of Tennessee's County Technical Assistance Service completed a needs assessment of the jail. Findings in that assessment included:

- A new facility with 105 total beds, 89 male and 16 female, is recommended. (Assessment p. 25)
- Booking projections reflect an expected increase of over 1,100 persons annually by 2036. (Assessment p. 25).

Jail planning should include booking, sally ports, property storage, food service, laundry, delivery loading docks, etc. as part of future needs. (Assessment p. 26)

7. Hartsville/Trousdale County will close the current jail upon completion and transition to the new Trousdale County Criminal Justice Center.

8. The County currently has a Justice Center with two courtrooms; a Circuit Court Clerk's Office; a Clerk and Master's Office; an office shared by probation and the Youth Service Officer; two holding cells; a conference room; and two small witness/attorney-client visitation rooms. The storage in both the Circuit Court Clerk's Office and the Clerk and Master's Office are insufficient for record storage, with records still being stored at the Trousdale County Courthouse. There are times when there are 4 courts being held at the same time with only two courtrooms. The Justice Center is not connected to the jail, so inmates are walked across an unsecured parking lot to the Justice Center.

9. Once the Criminal Justice Center is complete, the County will continue to use the current Justice Center as a civil and juvenile court complex.

10. The County is preliminarily considering the following locations for this project.

- Map 026, Parcel 001.00. Located east of Hartsville off of Highway 25, this 150 acre site is currently agricultural land with few houses nearby.
- Map 018, Control Map 018, Parcel 009.00. This site consists of approximately 114 acres west of Hartsville on Highway 25 and is currently agricultural land. There are homes nearby and a commercial site is located across the highway.
- Map 027K, Group E, Control Map 027B, Parcel 016.00. This 159 acre site is located south of downtown Hartsville next to the Hartsville City Park and Hartsville Cemetery. The agricultural site is bordered by Little Goose Creek on the east the Hartsville City Park on the north and the Hartsville Cemetery on the west. There are homes nearby.

SCOPE OF SERVICES/DESCRIPTION OF PROJECT

The scope of the project is in three phases.

Phase One – Functional and Space Program Development

The planning/design firm will use the data collected by Hartsville/Trousdale County and input from various County leaders to begin pre-architectural program development, functional and space programming. This phase should produce a document that summarizes the functions that will take place in the building(s), where the functions will take place, the amount of space needed and an estimated budget to build, equipment and staff the space estimated to meet the County's need for the next thirty (30) years.

Phase Two – Site selection.

Phase Two will include analyzing and comparing possible sites for a justice center facility using criteria regarding the total space needs for corrections, court systems and law enforcement and the total development and operational costs.

Phase Three – Design, Bid and Construction Oversight

Once a site is selected, Phase Three of the project will involve the planning/design firm preparing schematic design documents for the County to approve followed by construction drawings from which the project will be bid. The planning/design firm will coordinate the bidding of the project and the award of the construction contract. If funded, the planning/design firm will assist the County with overseeing the construction of the facility.

STATEMENT OF QUALIFICATIONS

Please provide in your proposal a maximum of twenty (20) pages to include the following information. For ease of review, submit your qualifications in the following form and order:

1. Firm name, address, contact information and name of project team leader.
2. Brief history of the firm to include current size of staff, years in business and the organizational chart of the team assigned to our project. Submit resumes of key individuals who will be assigned to our project.
3. Describe your approach to the planning/design process.
4. Describe any unique qualifications or work methodology.
5. Describe your understanding/familiarity with Tennessee state standards and nationally recognized best practices for the design and operation of jails and other corrections facilities.
6. Hartsville/Trousdale County holds a contract with the Tennessee Department of Corrections to house state prisoners. Upon contract renewal, The County must be compliant with the PREA standards. Describe your understanding/familiarity with the PREA standards and give specific examples of design features used to comply with these standards.
7. If desired describe here the Governor's Criminal Justice Reform bills and the counties desire to have included in the project space(s) supporting programming, reentry, and work release initiatives.
8. If you utilize a consultant that is NOT a full-time employee of your firm, please indicate so. Please indicate if you will be teaming with other firms to complete this work. List the name of the firm and key individuals that will supply the following functions with a brief description of their qualifications:
 - a. Architectural design/program and space planning
 - b. Correction Planners
 - c. Criminal Justice/Court System Planners
 - d. Civil Engineer
 - e. Structural Engineer
 - f. Mechanical/Electrical/Plumbing/Fire Protection Engineer
 - g. Security Systems Designer
 - h. Information Technology Consultant
 - i. Interior Design
 - j. Food Service Designer
 - k. Medical Services Planner
 - l. LEED Certification
9. List all previous related experience within the previous 5-10 years including:
 - a. Jails

- b. Criminal Justice Complexes
 - c. Courts
 - d. Sheriff Offices or Government Office Space
10. For each project listed include:
- a. Completion Date
 - b. Name and location of project
 - c. Client Contact (name, phone, and email)
 - d. Size (square foot), divided by function i.e., corrections, courts, offices
 - e. Owner's Initial Budget
 - f. Total project cost with number of change orders and cost of change orders
 - g. Actual cost per square foot excluding Site Costs and Professional Fees
 - h. Total fee earned for project
 - i. Scheduled completion date compared to actual completion date
 - j. List Cost Estimate, Bid Amount and Difference. List any Changes in scope if appropriate and if this change in scope resulted in an increase in your fee.
 - k. Photos of project
 - l. Floor plan drawing
11. List any projects where Leadership in Energy and Environmental Design (LEED) Certification was pursued. Identify the certification level pursued (Certified, Silver, Gold, or Platinum) and the certification level finally achieved by each project. Provide an explanation of the costs and benefits to the County should LEED Certification be pursued.
12. Proposer must hold and/or acquire all necessary licenses to conduct business in the State of Tennessee. Proposer must state if the principal or Project Architect has ever had his/her license suspended to practice architecture in Tennessee.
13. Proposer must be willing to provide a Certificate of Insurance with Hamblen County named as additional insured.
14. A signed and notarized copy of the Conflict of Interest Statement must be submitted with your proposal.
15. You may include an appendix at the end of your submittal and include a maximum of thirty (30) additional pages of information you wish to add for the County's review. This would be information not included in the above-mentioned thirty (30) pages.

COMMUNICATION WITH HARTSVILLE/TROUSDALE COUNTY DURING QUALIFICATION PROCESS

All sealed qualification proposals shall be in writing and submitted to:

Hartsville/Trousdale County Mayor's Office
TC JAIL/JUSTICE CENTER PLANNING PACKET
328 Broadway, Room 6
Hartsville, Tennessee

Or via Vendor Registry | <https://www.trousdalecountyttn.gov/VendorRegistry>

Scope of services, specifications and requirements for this project may be reviewed at: https://www.trousdalecountyttn.gov/government/county_projects/projects.php or by contacting (who include title, name, email, and phone number).

All proposer communications concerning this program should be directed in writing or by telephone to the above named person and address.

SELECTION CRITERIA

<u>Item</u>	<u>Point Value</u>
Statement of Qualifications <ul style="list-style-type: none"> • Senior Architect Experience • Criminal Justice Specialist/Consultant Experience 	10 points maximum
Company Background <ul style="list-style-type: none"> • Demonstrate the team (including subcontractors) qualifications and experience relating to the requested services. 	20 points maximum
List of Completed Projects <ul style="list-style-type: none"> • A summary of the firms' relevant experience and level of responsibility for the last five to ten (5-10) years for projects in terms of facility type, size, and dollar cost. • Projects finished within specified time frame and budget. If not completed within specified time frame and budget, reasons why should be listed. 	20 points maximum
Project Approach Proposal <ul style="list-style-type: none"> • An organizational chart is submitted for the firm and key members of this Project Team, including sub-consultants and any specialty sub-consultants proposed. Indicate which positions may be filled by the proposing firm and which positions may be filled by sub-consultant staff. 	20 points maximum
Project Organization/Staffing <ul style="list-style-type: none"> • Description of the firm's experience and involvement with how other relevant projects have been organized in the areas of site selection, functional and space program development, design, project bidding and construction oversight. Description of how communication and coordination with County staff will be maintained. Description of communication procedures that will be used to maintain good coordination with County's Project Team and the community. 	20 points maximum
Presentation <ul style="list-style-type: none"> • Qualified proposers will be invited to make formal presentations to the selection team. Scoring will be based on presentation and information provided to the team. 	10 points maximum
TOTAL Points Available	100

PROPOSAL AWARD

The qualifications will be received until 4:00pm on Thursday, March 31, 2022. The proposals will then be presented to the Hartsville/Trousdale County Professional Services Selection Committee for review and evaluation. The Professional Services Selection Committee will select from this group the Company that will be recommended to the full Hartsville/Trousdale County Commission for consideration of the contract. The County will negotiate with the recommended firm its proposed fee for each phase of the project. If the County is not able to reach an acceptable agreement, it will stop negotiations with the first firm and begin negotiations with the second ranked firm, and so on, until the County is able to reach an acceptable agreement.

**OFFICE OF THE HARTSVILLE/TROUSDALE COUNTY MAYOR
COMPANY/CONTRACTOR AFFIDAVIT FORM**

ANTI-COLLUSION STATEMENT

By signing this form, the proposer agrees that he has not divulged to, discussed, or compared his proposal with other proposers and has not colluded with any other proposer or parties to a proposal whatsoever. Note: no premiums, rebates or gratuities to any employee or agent are permitted with, prior to, or after any delivery of materials. Any such violation will result in the cancellation and/or return of material (as applicable) and the removal from the proposal list and could constitute a felony and result in a fine, imprisonment, as well as civil damages.

The undersigned certifies that he/she has read, understands, and agrees to all terms, conditions, and requirements of this proposal, and is authorized to contract on behalf of the proposing firm. The proposer or the proposer's authorized agent must personally sign this form. All signatures must be original and not photocopies.

Signature

Title

Printed Name

Date