

# SUMNER COUNTY, TENNESSEE



## REQUEST FOR LETTERS OF INTEREST & QUALIFICATIONS FOR ARCHITECTURAL/ENGINEERING SERVICES FOR COUNTY BUILDING ROOF IMPROVEMENTS

**Release Date: January 5, 2023**

Sumner County, Tennessee, an Equal Opportunity, Affirmative Action Employer, seeks Architectural / Engineering Services to be provided by a qualified and licensed professional to design roof improvements/replacement for the Sumner County Jail/Courts/Sheriff building in Gallatin, Tennessee.

Qualification submittals must be received by **2:00 PM Local Time on Wednesday, January 25, 2023**. Late Qualifications will be neither be considered nor returned. Questions related to this RFQ must be received by 2:00 PM local time on Tuesday, January 17, 2023.

### DELIVER QUALIFICATIONS TO:

Kim Norfleet, Sumner County Development Services  
Sumner County Administration Building  
355 North Belvedere Drive, Room 202  
Gallatin TN 37066

**The envelope exterior must show the project name,  
company name, address, and closing date.**

**SECTION I**  
**GENERAL TERMS AND CONDITIONS**

- 1.1 **ADDITIONAL INFORMATION:** Requests for additional information can be emailed to [knorfleet@sumnercountyttn.gov](mailto:knorfleet@sumnercountyttn.gov). Questions must be received by 2:00 PM local time on Tuesday, January 17, 2023. All responses to inquiries will be posted on the Sumner County website (<http://www.sumnercountyttn.gov>) under the “Bid Notices” link. Any inquiries received will not be answered individually, but will be posted for all interested vendors.
- 1.2 **ACCEPTANCE:** Respondents shall hold their submittal firm and subject to acceptance by Sumner County for a period of ninety (90) business days from the date of the Qualification closing, unless otherwise indicated in their Qualification.
- 1.3 **AWARD:** It is the intent of the Owner to negotiate a fee and enter into a contract with a firm, to provide the architectural and engineering services for the listed project(s).
- 1.4 **COPIES:** Sumner County requires that Letters of Interest & Qualifications be submitted as one (1) original hard copy and two (2) exact copies for total of three (3) qualification submittal responses. Additionally, Sumner County requests the submittal be submitted in digital format on a flash drive or compact disc.
- 1.5 **DECLARATIVE STATEMENTS:** Any statement or words (e.g.: must, shall, will) are declarative statements and the respondent must comply with the condition. Failure to comply with any such condition may result in their Qualification being non-responsive and disqualified.
- 1.6 **ELECTRONIC TRANSMISSION OF QUALIFICATIONS:** Sumner County **will not** accept electronically transmitted responses when responding. Facsimile submission is strictly prohibited. All responses must be mailed or delivered by hand.
- 1.7 **INCURRED COSTS:** Sumner County will not be responsible for any costs incurred by the firms in the preparation of their response.
- 1.8 **NO CONTACT POLICY:** After the date and time that the vendor receives this solicitation, any contact initiated by any respondent with any Sumner County representative, other than the questions concerning this Request for Qualification, is strictly prohibited.
- 1.9 **QUALIFICATION DELIVERY:** Sumner County requires respondents, when hand delivering responses, to have the sealed envelope to be time and date stamped in the Office of Development Services at the time of deposit. Sumner County will not be responsible for any lost or misdirected mail sent by common carrier. Sumner County shall also not be responsible for responses delivered to other addresses other than the one listed at the top of this solicitation. The clock in the Sumner County Development Services Office shall serve as the official record of time.

- 1.10 **SIGNING OF QUALIFICATIONS:** In order to be considered, all Qualifications must be signed. Please sign the original in blue ink. By signing the response document, the respondent acknowledges and accepts the terms and conditions stated in the Qualification document.
- 1.11 **NONDISCRIMINATION:** Sumner County does not discriminate towards any individual or business on the basis of race, sex, color, age, religion, national origin, disability, or veteran status. The successful firm(s) agrees that they shall comply with all local, state, and federal law, statutes, and regulations including, but not limited to, the Rehabilitation Act of 1973 and the Americans with Disabilities Act. Sumner County welcomes all qualified firms to participate in the request for qualification process. Sumner County encourages firms that are women or minority owned, emerging small businesses, veteran owned firms, and all other qualified firms to participate in this process.
- 1.12 **FORUM SELECTION:** Any contract will be interpreted under the laws and statutes of the state of Tennessee. Sumner County does not enter into contracts which provide for mediation or arbitration. Any action arising from any contract made from this Qualification shall be brought in the state courts in Sumner County, Tennessee or in the United States Federal District Court for the Middle District of Tennessee.
- 1.13 **NULLIFICATION:** Sumner County may, at any time, nullify the agreement if, in the judgment of Sumner County, the firm(s) have failed to comply with the terms of the agreement. In the event of nullification, any payment due in arrears will be made to the firm(s), but no further sums shall be owed to the firm(s).
- 1.14 **OPEN RECORDS ACT:** After Qualifications are accepted, all Qualifications will be subject to the Tennessee Open Records Act, and the proposals will be available to the public upon written request. Summary information on Qualifications submitted will be posted on the Sumner County Government website at <http://www.sumnercountytn.gov/> under the “Bids” link.
- 1.15 **WAIVING OF INFORMALITIES:** Sumner County reserves the right to waive minor informalities or technicalities when it is in the best interest of Sumner County.

## **SECTION II SCOPE OF WORK**

Sumner County, Tennessee, an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of a qualified Architectural/Engineering firm, or team of firms, for the evaluation, design, construction administration services, and other services necessary for project completion. The proposed project is for roof improvements and/or replacement of the roof for Sumner County buildings at the Jail/Courts/Sheriff at 117 W. Smith Street, Gallatin, TN 37066. Sumner County has identified the building is in need roof repair and/or replacement due to age, water infiltration, and roof conditions.

The purpose of this request for statement of interest and qualifications is to solicit proposals from qualified firms for architectural and engineering services, which may include, to make any recommendations for structural improvements/repairs to the roof and re-roof as deemed necessary. Services to include investigation and evaluation of the leaks for the existing roof conditions, provide cost effective options for repair and/or replacement with budget estimate, generate design drawings, specifications, construction documents, bid services, construction observation, and close out materials for the re-roof/repair project.

Statements of interest and qualifications must be received at the address listed in this request for qualifications no later than Wednesday, January 25, 2023, 2:00 P.M. Local Time. Interested firms are to please reference the Content of Responses Section III for this request for qualifications.

Project Timeline: Due to existing condition and leaks, the owner intends to proceed with this project as a priority project. The intent of the Owner is to proceed with a decision of award in February 2023, contingent on the selection and contract process. Anticipate evaluation and design process of thirty to sixty days, then proceed with an advertisement for bids/request for bid proposal in order for roofing project improvements to be under contract and work completed in 2023.

### SECTION III CONTENT OF RESPONSES

A cover letter, highlighting the key points of the response, should be submitted. The letter should be executed by the owner / principal or authorized representative of the submitting firm.

In addition to the cover letter, submittals must contain the following information, provided in the order listed below. For joint venture proposals, separately identify the information as to each joint venture member. Concise and direct responses are encouraged.

1. **Table of Contents** – A table of contents referring to specific sections within the response to the RFQ.
2. **Identification** – Provide full legal name of the firm, mailing address, telephone number, fax number, email address and contact person for the firm which will have contractual responsibility for the project. Identify year founded. Identify the number of employees for the firm as a whole, and at the offices where work will be performed. Identify any joint venture partners, or associated firms, with similar information. Note any prior working relationships and list relevant projects. Provide a description or history of the firm(s).
3. **Design Approach/Construction Administration** – Describe the applicant's overall design approach. Describe the process for providing construction administration services. If multiple firms are submitting as part of a single team, clearly identify the specific roles and responsibilities of each firm. Clarity in roles and responsibilities will be a factor in selection. Indicate how your firm solicits input for the design approach.
4. **Proposed Personnel** – Provide an organizational chart or written description of the key project team members. Show each individual's project function and title. Identify the principal-in-charge, project manager, and lead designer. Indicate the percentage of their time to be allocated to the proposed project
5. **Resumes** – Provide resumes of each key proposed team member, including information for licenses that are up to date. Highlight relevant experience. Disclose any work that was completed with another firm.

6. **Project Experience** – Provide descriptions, illustrations, photos and other representation material which illustrate the applicant’s experience on other projects of similar nature, size, and complexity that are believed to be particularly relevant to the Sumner County project.
7. **Current Workload Section** – List current projects, stage of completion, and percentage of time to be allocated to those projects. Also include upcoming committed projects.
8. **References** – Provide names, addresses, telephone numbers, email or other contact information for at least five (5) references. Provide the project name(s) and services provided for each reference.
9. **Litigation** – Provide a list of any pending or concluded litigation against the applicant firm(s) within the previous five years.
10. **Additional Information** – Provide any additional information you feel is needed to describe your qualifications for this project.

## **CONSIDERATION OF RESPONSES**

Properly identified responses received on time, and in accordance with the requirements of the RFQ, will be considered for award. Responses not received on time, or otherwise not submitted in accordance with the requirements of the RFQ, will not receive consideration for award.

After all responses have been evaluated, the County will develop a list of respondents for further consideration in the selection. Short-listed respondents will be notified by email. Those respondents not short-listed will not be eligible for further consideration.

The evaluation criteria to be considered, including the relative weight of importance, for the responses are listed below:

1. Experience and Qualifications of the Firm including satisfactory evidence that the firm has been in existence a minimum of fifteen (15) years. The firm shall have been involved with similar projects for a minimum of ten (10) years. (15%)
2. Experience and Qualifications of the firm specific to roofing improvements and roof replacement projects. (15%)
3. Experience and Qualifications of Individual Staff Members including the names and resumes of the principal officers, partners, and/or officials. A detailed resume, including local address and telephone number, of the individual who will be placed in responsible charge of this Contract, if so awarded as well as detailed resume(s), including local address(es) and telephone number(s), of the individual(s) who are expected to be assigned to the work of this Contract, if so awarded. (15%)

4. Size of project and include evidence that the Firm's experience derives from projects that are comparable or larger size to that expected in this Contract. Details shall include, but not be limited to, context & description of previous contracts, name of municipality / agency, and the name of the contact person at each municipality / agency. (10%)
5. Demonstrated evidence that the Firm understands the project purposes and requirements including a detailed listing and description of the tasks the Firm expects to execute to achieve the desired outcomes. Information from / interaction with each Agency's personnel necessary for the Firm's work will also be described. (10%)
6. Projected timeline for addressing each portion of the preliminary engineering, architectural and design responsibilities listed in the required scope of services. (15%)
7. Experience and Qualifications of proposed subcontractor(s), if applicable, including information specified in items 3 and 5 above (10%)
8. Demonstrated ability to meet schedules and work efficiently without compromising sound engineering practice (5%)
9. Firm's local presence in the Sumner County and/or Middle Tennessee area (5%)

The County holds the ability to conduct interviews based on scoring, but reserves the right to make the selection decision solely based on the submitted proposals.

Those respondents who are short-listed may be required to provide an oral presentation as described below:

**Oral Presentation:** The County may request an oral presentation for short-listed candidates if deemed necessary. Oral presentations will be announced in writing to the individuals selected. The format for the interviews will be defined at that time. Interviews will be held following notification of the short-list. The County will select the consultant(s) which it believes is the best fit based on a combination of the original responses, references, oral presentations, and other relevant factors.

**Final Selection:** The County holds the ability to conduct interviews based on scoring, but reserves the right to make the selection decision solely based on the submitted proposals. At this time, the County, at its discretion, may reject all submittals or may negotiate an agreement for services. It is anticipated that the County will negotiate a Stipulated Sum contract with the consultant. If, in the County's opinion, it is not possible to successfully complete negotiations with the first-ranked firm, the County may, at its sole discretion, elect to terminate those negotiations and proceed with the second-ranked firm, and so on. It is the intent of the County to enter into a contract with the Consultant for the roofing project within thirty (30) days of selection.

**Rejection of Responses:** The County shall have the right to reject any or all responses for any reason at any time, reject a response not accompanied by the information required by the RFQ, or reject a response which is in any way incomplete or irregular, with no liability for cost(s) incurred. Nothing contained in the RFQ shall create any legal right in favor of any respondent or create any liability or obligation on the part of Sumner County.

<b>RFQ SCHEDULE</b>		
<b>Date</b>	<b>Time</b>	<b>Description</b>
January 5, 2023	-----	Advertise in Paper & Release RFQ to County website
January 17, 2023	2:00 PM local time	Deadline for Written Questions
January 18, 2023	5:00 PM local time	County Responses <i>(Not Later Than)</i>
January 25, 2023	2:00 PM local time	Submittals Due

**END OF REQUEST FOR QUALIFICATIONS**