

**REQUEST FOR STATEMENT OF QUALIFICATIONS
12/14/2023**

SUMNER COUNTY, TENNESSEE

**Sumner County Health Department - 351 New Shackle Island Road, Hendersonville, TN 37075
Architectural / Engineering Services**

Introduction

Sumner County Government is soliciting statements of qualifications and experience from qualified Architectural/Engineering firms or individuals to provide expert assistance services to include but not limited to interior/exterior renovations related to American Rescue Plan (ARP) funding, Local Health Department Capital Investment and State and Local Fiscal Recovery Fund (SLFRF) Rules and Regulations for the Sumner County Health Department 351 New Shackle Island Road, Hendersonville, TN 37075. This project is being supported with Treasury, Coronavirus State and Local Fiscal Recovery funds grant funding and funded under a grant contract with the State of Tennessee. The purpose of this request is to begin obtaining adequate information by which the County may evaluate the various services offered by potential architectural/engineering firms.

Scope of Work

The principle representative of the eventually chosen firm is expected to assist, provide guidance and suggestions to the Sumner County Health Department. Communications for this project shall be between the principal architect/engineer and Sumner County, Kim Norfleet (615) 451-6097 and Hal Hendricks (615) 206-1112. Requested architectural/engineering services could include, planning, design, construction, and other services necessary for project completion. Sumner County is seeking professional services to include, but not limited to the following:

- Renovation to the existing building located at 351 New Shackle Island Road and/or new building construction with corresponding site plan.
- Familiarity with the ARP federal funding requirements
- Familiarity with local conditions
- Ability to bill according to funding source per grant requirements

Qualifications and Experience - Submittal(s) shall include the following information:

1. Location of office(s)
2. A brief description of the Proposer's years in business
3. A description of the Proposer's client base (i.e.: government, private sector, etc.)
4. Form of business (i.e., individual, sole proprietor, corporation, LLC, partnership, etc.)
5. A statement as to whether there is any pending litigation against the Proposer.
6. A statement as to whether, in the last ten years, the Proposer has filed (or had filed against it) any bankruptcy or insolvency proceedings.
7. A narrative description of the proposed project team.
8. A list of at least three (3) and no more than five (5) customer references for similar requests.
9. Submittals must include three (3) hard copies and one (1) digital copy (in PDF format)

RFQ Requirements

Sumner County reserves the right to disregard all nonconforming, non-responsive, or conditional submittals; to reject any or all submittals; to limit quantities; to waive formalities and informalities; and to evaluate submittals and accept any submittal or any part of any submittal that is judged, in our opinion, to be the best quality, value and service to Sumner County. This RFQ does not commit Sumner County to award a contract, to pay any costs incurred in the preparation of a submittal for this RFQ, or to procure a contract for any services. All materials submitted will become the property of Sumner County Government. The “review period” is normally completed within ten business days following the opening; however, under some circumstances, a longer review period may be required. All firms that provide a submittal for this RFQ will be notified of results once the reviews are completed. The firm that is selected will be required to provide their sam.gov UEI number for SLFRF reporting as a part of the contract process, the UEI is the unique identification number given to an entity when registering in sam.gov. More information can be found at www.sam.gov for the entity registration.

Condition of Acceptance by Sumner County

This RFQ does not commit Sumner County to award a contract, to pay any costs incurred in the preparation of a submittal for this RFQ, or to procure a contract for services. Sumner County reserves to right to accept or reject any or all submittals received as a result of this request; negotiate with any qualified source or cancel this RFQ in part or in whole.

The Selection Committee will evaluate all statements of qualifications and determine if further formal or informal review is required by the County.

Evaluation Criteria & Maximum Possible Points

1. Experience and Qualifications of Firm: Background on firm capabilities, history, services offered, provide qualifications of the individual(s) or firm for project team. For services not provided in-house, include firm profiles for sub-consultant firms (40 points)
2. Familiarity with ARP program and eligibility requirements, experience with government-funded projects (20 points)
3. Relevant Experience: Specified experience or technical expertise of the firm in connection with the type of services to be provided, provide information on projects of comparable size and relevant experience with renovation and/or new site design projects (20 points)
4. Demonstrated ability to meet schedules: Capacity of firm to perform the work within time limitations, taking into consideration the current and planned workload of the firm (10 points)
5. References (10 points)

Submittal Requirements

Owner encourages firms that are women or minority owned, emerging small businesses, veteran owned firms, and all other qualified firms to participate in this request for qualifications. Request for Qualifications should be submitted to the Sumner County Development Services Office, Attn: Marshall Boyd, 355 North Belvedere Drive, Room 202, Gallatin, TN 37066 by 4:00 P.M. Wednesday, January 3, 2024. Qualifications must be submitted in a sealed envelope clearly marked “RFQ Architectural/Engineering Services – Sumner County Health Department”. Submittals arriving after the deadline will not be accepted.