**MARSHALL COUNTY, TENNESSEE**

**REQUEST FOR QUALIFICATIONS**

**FOR ARCHITECTURAL SERVICES**

**FOR A NEW HEALTH DEPARTMENT**

**IMMUNIZATION CENTER**

**AUGUST 2023**

Marshall County seeks Architectural Services to be provided by a qualified and licensed Architect to provide services in connection with the design and to supervise and oversee the construction of a new County Health Department Immunization Center to be located at 1031 War Eagle Drive in Lewisburg, Tennessee. Additional information is provided in the Scope of Work / Submittal Format sections of this document.

**Qualifications must be received by 3:00 PM on Friday, August 4, 2023. Late Qualifications will be neither considered nor returned. Questions related to this RFQ must be received by 3:00 PM on Friday, July 28, 2023.**

**DELIVER QUALIFICATION TO:**

**MAYOR MIKE KENY**

**1108 COURTHOUSE ANNEX**

**LEWISBURG, TN 37091**

**The envelope exterior must show the company name, address and**

**closing date.**

**SECTION I**

**GENERAL TERMS AND CONDITIONS**

**1.1 ADDITIONAL INFORMATION:** Requests for additional information can be

emailed to lynnkouba@marshallcountytn.com. Questions must be received by 3:00

PM on Friday, July 28, 2023. All responses to inquiries will be posted

on the Marshall County website (http://www.marshallcountytn.com/) under the “Open Bids” 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 Marshall 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 services for the listed project(s).

**1.4 COPIES:** Marshall County requires that Qualifications be submitted as one (1)

marked original and seven (7) exact copies. Additionally, Marshall County requests the Submittal be submitted in digital format.

**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:** Marshall 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:** Marshall 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 Marshall County

representative, other than the questions concerning this Request for

Qualifications, is strictly prohibited.

**1.9 QUALIFICATION DELIVERY:** Marshall County requires respondents, when hand delivering responses, to have the sealed envelope to be time and date

stamped in the Office of the Mayor at the time of deposit. Marshall County will not be responsible for any lost or misdirected mail sent by common carrier.

Marshall 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 Mayor’s 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

term and conditions stated in the Qualification document.

**1.11 NO DISCRIMINATION:** Marshall 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.

**1.12 FORUM SELECTION:** Any contract will be interpreted under the laws and

statutes of the state of Tennessee. Any action arising from any contract made from this Qualification shall be brought in the state courts in Marshall County, Tennessee or in the United States Federal District Court for the Middle District of Tennessee.

**1.13 NULLIFICATION:** Marshall County may, at any time, nullify the agreement if, in the judgment of Marshall 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.

**1.15 WAIVING OF INFORMALITIES:** Marshall County reserves the right to waive minor informalities or technicalities when it is in the best interest of Marshall County.

**SECTION II.**

**SCOPE OF WORK**

**REQUEST FOR STATEMENTS OF QUALIFICATIONS FOR**

**ARCHITECTURAL SERVICES**

MARSHALL COUNTY TENNESSEE

1108 COURTHOUSE ANNEX

LEWISBURG, TN 37091

**PROJECT**

A new Health Department Immunization Center 60’ by 80’ in dimension located adjacent to the Marshall County, Tennessee Health Department. Immunization Center should be built bearing an aesthetic resemblance to the existing Health Department. Immunization Center will be used for drive thru immunization services.

At a minimum the construction of the facility will include:

1. Two large rollup doors on each end of the building (total of four) for vehicles to enter and exit the facility.
2. ADA-accessible main entrance along with three access doors for employee and public use
3. A concrete median to separate two lanes of thru traffic as well as two raised concrete sidewalks further defining traffic lanes.
4. Interior space designed for two (2) staff restrooms, two (2) public restrooms meeting ADA standards, workspace, utility space, decontamination area, and storage area.
5. Interior and Exterior lighting.
6. Heating and Cooling System.
7. Windows (number and size to be determined).
8. Paved lot for entrance and exit as well as parking area.

**PROJECT LOCATION**

1031 War Eagle Drive

Lewisburg Marshall County Tennessee

Map 0570 Group A, parcel 047.03

**MARSHALL COUNTY TENNESSEE**

Seeks a qualified Architectural firm with experience to provide services in connection with the design and to supervise and oversee the construction of a new Health Department Immunization Center for Marshall County Tennessee.

**SCOPE OF SERVICES**: Marshall County seeks a qualified Architectural Firm to provide services in connection with the design and to supervise and oversee the construction of the new Health Department Immunization Center. Project information can be found on the County’s website: <http://marshallcountytn.com/>

1. **Scope Confirmation**: Meet with Marshall County Building Committee to discuss the needs of both County leadership and applicable user groups. Marshall County will help identify the meeting attendees and assist in arranging meetings throughout the design process. The A/E firm will work with the County Mayor to provide an agenda and record meeting minutes of the design/review meetings.
2. **Design Phase**: Work with Marshall County Building Committee to prepare plans for the project. Follow the American Institute of Architects (AIA) process and deliverables for Schematic Design, Design Development, and Construction Document phases.
3. **Bidding/Construction:** Prepare documents for competitive bidding and submittals for agency reviews. The Design Team will be responsible for preparing and submitting documents to the required agencies for approval, as well as answering all questions and addressing all comments. The County, with assistance from the Design Team, will receive and review all submitted bids.
4. **Construction Contract Administration:** Representative(s) from the Design Team will attend monthly progress meetings held virtually and/or onsite. The Design Team will work with the owner and Contractor to resolve RFI’s submittals, etc. The Design Team is expected to review shop drawings and other submittals. The Design Team will also review and certify the Contractor’s Application for Payment monthly. Follow the American Institute of Architects (AIA) process for Construction Administration phase services.
5. **Architectural Firm to carry Professional Liability Insurance:** In the amount of at least $1,000,000.

**QUALIFICATIONS OF THE ARCHITECTURAL PROFESSIONAL**

* The Architect should be experienced in projects which are somewhat similar in scope and scales to the proposed project. Previous Health Department design experience is desirable.

**INSURANCE**

Marshall County requires evidence of insurance coverage, to be presented only after the successful firm is selected to provide services. Submittal of insurance information is not required as part of the Statement of Qualifications.

General Liability, Professional Liability Insurance, Business Automobile Liability, and Worker’s Compensation will be required.

**SELECTION PROCESS**

This Request for Statements of Qualification and attachments will be available at:

http://www.marshallcountytn.com/

Written Statements of Qualifications should be in accordance with the Submittal Format below.

Format. Submittals must be delivered to the address below no later than August 4th, 2023. One original and seven (7) bound copies of the submittal are required.

**SECTION III.**

**SUBMITTAL FORMAT**

Firms submitting their qualifications for the project must follow the format below. Material must all be in 8-1/2 x 11-inch format Submittals shall include divider tabs labeled with the boldfaced headers below; e.g., the first tab would be entitled “Cover Letter”, the second tab

“Qualifications”, etc. Double-sided printing is encouraged. **PROVIDE ONE (1) ORIGINAL AND SEVEN (7) BOUND COPIES FOR A TOTAL OF EIGHT (8) COPIES.**

1. **COVER LETTER**

- identify team

- provide name of contact person, phone and fax

- summarize qualifications most relevant to this project

2. **RELEVANT QUALIFICATIONS**

- provide in summary format only

- do not include general information

- offer short, focused paragraphs by topic (i.e., building type; technical aspects; etc.)

3. **RELEVANT PROJECT EXPERIENCE**

- Briefly state relevance for each project

- Specify the role of the firm or individual if work was not exclusively by the firm (i.e.,

joint venture, association); **if work was done by individuals on the project team while with other firms, this must be clearly stated.**

- Provide a list of the following for each project:

- project name and location

- beginning and ending dates of project (including construction)

- square footage/acreage

- main project elements

- owner name with name of contact person

Note: Projects that are currently in design or under construction are acceptable, but

completed projects may carry more weight in the evaluation.

4. **PROJECT TEAM SUMMARY** - identify key team members, including sub-consultants, and state their qualifications relevant to programming services and the scope of this project

5. **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.

6. **LITIGATION** – Provide a list of any pending or concluded litigation against the applicant firm(s) within the previous five years.

7. **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.

The responses will be evaluated by a selection panel composed of elected officials or designated representatives. Oral presentations will be made to this selection panel.

After all responses have been evaluated, the selection panel will develop a list of

respondents believed to be appropriate for further consideration. Short-listed

respondents will be notified by email. Those respondents not short-listed will not be eligible for further consideration. Those respondents who are short-listed will be required to provide an oral presentation as described below:

**Oral Presentation:** An oral presentation for short-listed candidates will be announced in writing to the individuals selected. The format for the interviews will be defined at that time. Once the County has identified the shortlist of candidates, oral interviews will be held approximately 10 days following notification. The County will select the Architectural Firm which it believes is the best overall fit for the project, based on a combination of the original responses, references, oral presentations, and other relevant factors.

**Final Selection:** 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 Architectural Firm. If, in the County’s opinion, it is not possible to successfully complete negotiations with the selected firm, the County may, at its sole discretion, elect to terminate those negotiations and proceed with the firm believed to be the next best overall fit for the County. It is the intent of the County to enter into a contract with the Architectural Firm 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 Marshall County.

**END OF REQUEST FOR QUALIFICATIONS**