

REQUEST FOR QUALIFICATIONS CARROLL COUNTY OFFICE COMPLEX

Issued: Friday, August 18, 2023

Due: Tuesday, September 5, 2023, by 9 a.m. CST

Scope of Work

This RFQ is being requested for Architectural & Engineering Services for a project through Carroll County Government. The principal representative of the eventually chosen firm is expected to assist and provide guidance and suggestions for renovations and upgrades to the Carroll County Office Complex. Communications for this project shall be between the principal architect/engineer and the Carroll County Mayor, Joseph G. Butler - (731) 986-1936.

Services include planning, design, and/or construction oversight. Carroll County is seeking professional services to include, but not limited to the following:

- Interior renovations to include but not limited to painting, flooring replacement, and ADA compliance.
- Exterior renovations to include but not limited to ADA-compliant doors, and painting.
- Familiarity with the ARP funding requirements.
- A strong knowledge of ADA compliance.
- Familiarity with local conditions.
- Ability to bill according to funding source per grant requirements.

Licensing

The Proposer shall provide proof that they are licensed and authorized to conduct business in Tennessee. Proof of relevant certifications and required insurance shall be submitted by chosen firm.

RFQ Requirements – All proposals shall include the following:

- A statement as to whether there is any pending litigation against the Proposer.
- A statement as to whether, in the last ten years, the Proposer has filed (or had filed against it) bankruptcy or insolvency proceedings.
- A list of at least three (3) and no more than five (5) customer references for similar requests.
- A copy of the firm's or individual's standard contract/agreement.

Submittals must include two (2) hard copies and one (1) digital copy (in PDF format).

RFQ Evaluation Criteria

1. This request for Qualifications and all contracts and services performed shall be in strict compliance with Carroll County policy; Tennessee Code Annotated where applicable; and other applicable law.
2. All responses must comply with the following qualification-based selection criteria and not include pricing: T.C.A. §12-4-107(a) requires that design professionals for public projects in Tennessee be selected through qualification-based selections ("QBS").
3. This is an RFQ for Architectural and Engineering Services. Once the responses have been opened, the evaluation team will review all of the submissions and rank them using the following criteria. Interviews may also be conducted to better understand the firm's qualifications.
 - **Qualifications of Firm (30 points):** Availability of qualified personnel and capacity of the firm to carry out professional services. Provide general background information on the firm, its location, type of business (i.e., individual, sole proprietor, corporation, LLC, partnership, etc.), years of business, client base, and services offered in-house.
 - **Experience (30 points):** Experience and technical expertise of the firm and its personnel on previous projects, including types and cost of projects.
 - **Project Team (30 points):** Outline the assigned project team utilizing an organizational chart that demonstrates lines of communication and the names and titles of the project team for all the required services. Provide resumes for each member of the proposed project team.
 - **Evaluation of Reference Check (10 points)**
4. Upon selecting the most qualified firm, the Purchasing Agent will request pricing from the selected firm for the services requested in this RFQ. The pricing may be negotiated. If the negotiations do not yield a contract, Carroll County reserves the right to go to the next most qualified firm. Pricing is to include rates for all employees that will be assigned to this project and a lump sum price for the services for the scope of work described in this document.

Condition of Acceptance by Carroll County

Contract award, if made, shall be to the responsive, responsible firm who scores highest on the evaluation criteria included in the RFQ. Carroll County reserves the right to waive any informality, accept or reject any or all Statement of Qualifications, and negotiate minor points with the successful bidder. The Purchasing Committee of Carroll County Government is the final arbiter of all questions concerning the bids.

This RFQ does not commit Carroll 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. Carroll County reserves the 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 whole.

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

It is the policy of Carroll County Government not to discriminate on the basis of race, color, national origin, age, sex or disability in its hiring and employment practices, or in admission to, or operation of its programs, services and activities pursuant to Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d).

Submission of qualifications must be by sealed envelope, plainly marked with this RFQ title, to Joseph G. Butler – Carroll County Mayor - 625 High St. Suite 101 – Huntingdon, TN 38344