

LINCOLN COUNTY GOVERNMENT

Request for Qualifications

Architectural/Engineering Services

Lincoln County Health Department

REQUEST FOR STATEMENT OF QUALIFICATIONS

Introduction

Lincoln 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, the Coronavirus Aid, Relief, and Economic Security (CARES) Act funding and funding for dental expansion for the Lincoln County Health Department. 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.

Background

Located in south central Middle Tennessee, Lincoln County has historically been comprised of rural agricultural areas with centralized urbanized areas in the cities of Fayetteville, Flintville, Taft, Dellrose, and Blanche. Lincoln County has a population of approximately 35,433 people.

Scope of Work

The principal representative of the eventually chosen firm is expected to assist, provide guidance and suggestions to the Lincoln County Health Department. Communications for this project shall be between the principal architect/engineer and the Lincoln County Health Department Director, Aracely Castillo (931) 433-3231. Services could include, planning, design, and/or construction. Lincoln County is seeking professional services to include, but not limited to the following:

- Asphalt paving for the front and side parking lots.
- LVT Flooring throughout.
- New paint.
- Renovation of clerical area with new casework, countertops, island and 4 workstations with sliding glass windows.
- Addition of supervisor office in clerical area.
- Medication room renovation and laboratory renovation.
- Expansion of dental clinic area to a three-chair operator, including laboratory and x-ray spaces.

Licensing

The Proposer shall provide proof that they are licensed and authorized to conduct business in Tennessee.

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 two (2) hard copies and one (1) digital copy (in PDF format)

RFQ Requirements

All responses to this request shall include the following:

- A copy of the firm's or individual's standard contract/agreement.
- This Request for Qualifications and all contracts and services performed shall be in strict compliance with Lincoln County policy; Tennessee Code Annotated where applicable; and other applicable law.
- Proposer must provide a breakdown of hourly cost for services. This cost will include personnel costs, travel, equipment, materials, and any other costs associated with providing services.

Additional RFQ Requirements

The following terms apply to all responses to this RFQ:

- Submittals will be accepted by the Lincoln County Purchasing Department, 206 Davidson Street East, Fayetteville, TN 37334.
Qualifications must *be submitted in a sealed envelope clearly marked "RFQ – Architectural/Engineering Services – Lincoln County Health Department" in the lower left corner.* All appropriate licensing and other required information must appear on the exterior of the submittal envelope, as required by T.C.A. 62-6-119.
- When submittals are sent via **U.S. Mail, FedEx, UPS or any other carrier**; the **sealed submittal must be identified as above** and then placed inside of the appropriate shipping envelope, and **then clearly marked "RFQ – Architectural/Engineering Services – Lincoln County Health Department" on the exterior of the shipping envelope.** This is necessary in order to prevent the accidental opening of submittals by separating sealed submittals from regular package delivery.
- **No qualifications may be sent via e-mail or fax. Submittals arriving after the announced opening time or absent of the aforementioned markings will not be accepted.**

- **Other**

- **Special Notice on Iran** – By submission of a SOQ, each submitter and each person signing on behalf of any submitter, certifies, under penalty of perjury, that to the best of its knowledge and belief, it is not on the list created pursuant to T.C.A. § 12-12-106, which can be viewed at the below link:

[https://www.tn.gov/content/dam/tn/generalservices/documents/cpo/library/cpo-library/public-information-library/List_of_persons_pursuant_to Tenn. Code Ann. 12-12-106 Iran Divestment Act updated with NY06-07-23.pdf](https://www.tn.gov/content/dam/tn/generalservices/documents/cpo/library/cpo-library/public-information-library/List_of_persons_pursuant_to_Tenn._Code_Ann._12-12-106_Iran_Divestment_Act_updated_with_NY06-07-23.pdf)

- **Legal Compliance** – In the performance of a contract that results from this RFQ, the firm must comply with the following: (i) all applicable state, and local regulations, codes, and laws; and (ii) all applicable Federal law, regulations, executive orders, Treasury policies, procedures, and directives. In addition, WHUD will require the firm to certify that it is a drug-free workplace and has not been engaged in any litigation directly involving actions of the firm beyond the scope of providing professional services in the past five (5) years.
- **Conflict of Interest** – Appointed officials, or employees of WHUD may not seek to acquire, be a party to, or possess a financial interest in, this contract if (i) the appointed official, or employee is an employee of the administrative unit that supervises the award of this contract, or (ii) the appointed official, or employee has the power to take or withhold official action so as to affect the award of execution of the contract. Non-controlling ownership in stock of publicly held companies or ownership of mutual funds shall be considered as a financial interest.
- **Termination** – In the case of default by the firm, or for any reason whatsoever, WHUD may procure the services from another source and hold the contractor responsible for any resulting excess cost and may seek other remedies under law or equity.
- **No Reimbursement for Costs** – The firm acknowledges and accepts that any costs incurred from the firm’s participation in this RFQ shall be at the sole risk and responsibility of the firm.
- **Debarment** – By submitting a proposal the firm certifies that it is not currently debarred from submitting proposals for contracts issued by any political subdivision or agency of the State of Tennessee or the Federal Government (SAM.gov), and that it is not a person or entity that is currently debarred from submitting proposals for contracts issued by any political subdivision or agency of the State of Tennessee or the Federal Government.

Lincoln 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 Lincoln County. This RFQ does not commit Lincoln 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 Lincoln 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.

Condition of Acceptance by Lincoln County

This RFQ does not commit Lincoln 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. Lincoln 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 Lincoln County Government will evaluate all statements of qualifications and determine if further formal or informal review is required by the County. See evaluation criteria below:

Insurance

An insurance certificate shall be submitted prior to the commencement of any work and shall remain in force throughout the life of the contract and shall provide coverage in amounts no less than those amounts specified below. ***Lincoln County is to be named as an "additional insured" for the duration of the project.***

- 1) Workmen’s Compensation Insurance as required by statutory law and including Employer’s Liability (Coverage B) and shall have limits not less than \$500,000.00.
- 2) Public Liability Insurance:
 - a) Comprehensive General Liability Insurance which is the basic coverage for the Contractor for his negligent acts, errors, and omissions.
 - b) Contractor’s Protective Liability Insurance which protects the contractor from liability arising from any negligent acts of his subcontractors.
 - c) Blanket Contractual Liability Insurance which is an extension of the regular general liability policy to cover any written contract entered into by the insured contractor.
 - d) Completed Operations Liability Insurance which is a form of insurance extending the time limit of the general liability policy to cover claims that may arise after work has been completed and turned over to the Owner.

Contractor’s Comprehensive Liability Insurance including Automobile. Combined single limit or equivalent split limits:

Bodily injury each person	\$1,000,000.00
Each occurrence	\$1,000,000.00
Annual Aggregate	\$2,000,000.00

Property Damage include completed Operations Broad Form:

Each Occurrence	\$1,000,000.00
Annual Aggregate	\$2,000,000.00

Automobile Liability - Owned, Non-owned and hired:

Bodily Injury & Property Damage_____ \$1,000,000.00 (combined single limit)

3) Each policy shall provide that such policy cannot be altered or cancelled without first giving at least twenty (20) consecutive calendar days' notice with such twenty (20) consecutive calendar days commencing after receipt by the Owner. This may be accomplished by either appearing in the body of the policy or by an appropriate endorsement or rider to the policy.

<u>Evaluation Criteria</u>	<u>Maximum Possible Points</u>
Proper Qualifications	40
Familiarity with ARP program and eligibility requirements	20
Familiarity with CARES ACT program and eligibility requirements	20
Executive Summary	5
Company Profile/Experience/Cost	5
References	5
Terms and Conditions	5

Statement of Qualifications should be submitted to the Lincoln County Finance Department, Attn: Dena Gentry, 206 East Davidson Street, Fayetteville, TN 37334. Qualifications must be submitted in a sealed envelope clearly marked "RFQ Architectural/Engineering Services – Lincoln County Health Department".

All firms that provide a submittal for this RFQ will be notified of results once the reviews are completed by the Lincoln County Government.