



Lawrence County Government
Office of Accounts & Budgets
700 Mahr Avenue
Lawrenceburg, TN 38464
Phone: 931-766-4193 Fax: 931-244-6153
lawrencecountyttn.gov

LAWRENCE COUNTY, TENNESSEE

Request for Qualifications

For

RFQ No. 090324-01

Architectural/Engineering Services

For

Lawrence County Health Department

RFQ Opening
September 3, 2024
4:30 pm CST

Lawrence County Government is soliciting statements of qualifications and experience from qualified firms or individuals to provide **Architectural/Engineering Services** for the Lawrence County Health Department. Qualifications must be received by **12:00 p.m. on September 3, 2024**. Late Qualifications will be neither considered nor returned.

Please Deliver Qualifications to:

**RFQ# 090324-01
Lawrence County Office of Accounts & Budgets
700 Mahr Avenue
Lawrenceburg, Tennessee 38464**

The Envelope must show the RFQ#, Name and Closing Date.

SECTION I GENERAL TERMS AND CONDITIONS

1. **ADDITIONAL INFORMATION:** Lawrence County wants requests for additional information routed to Kelly Odom at 931-766-4198. Questions must be emailed to kodom@lawcotn.org.
2. **ACCEPTANCE:** Respondents shall hold their submittal firm and subject to acceptance by Lawrence County for a period of ninety (90) days from the date of the Qualification closing, unless otherwise indicated in their Qualification.
3. **AWARD:** The result of this Request for Qualifications may result in a contractual agreement.
4. **CONFLICT OF INTEREST:** Vendors must have read and complied with the “non-conflict of interest” statement provided in the vendor registration process prior to the closing of this solicitation.
5. **COPIES:** Lawrence County requires that Qualifications be submitted as one (1) marked original and six (6) exact copies.
6. **DECLARATIVE STATEMENTS:** Any statements or words (i.e.: must, shall, will etc.) are declarative statements and the vendor must comply with the condition. Failure to comply with any such condition may result in the bid being non-responsive and disqualified.
7. **ELECTRONIC TRANSMISSION OF QUALIFICATIONS:** Lawrence County Government **will not** accept electronically transmitted responses. Facsimile submission is strictly prohibited. All responses must be mailed or delivered by hand.
8. **INCURRED COSTS:** Lawrence County will not be responsible for any costs incurred by the respondents in the preparation of their response.
9. **QUALIFICATION DELIVERY:** Lawrence County requires all responses to be time date and stamp the envelope upon delivery to the Office of Accounts and Budgets. Lawrence County will not be

responsible for any lost or misdirected mail sent by common carrier. Lawrence County shall also not be responsible for responses delivered to other addresses other than the one listed at the top of this solicitation. The time clock in the Office of Accounts and Budgets shall serve as the official record of time.

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.
11. **TITLE VI OF THE 1964 CIVIL RIGHTS ACT:** “Nondiscrimination in Federally Assisted Programs” – “No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.” 42 U.S.C. section 2000et seq. It is the policy of Lawrence County Government that all its services and activities be administered in conformance with the requirements of Title VI.
12. **WAIVING OF INFORMALITIES:** Lawrence County reserves the right to waive minor informalities or technicalities when it is in the best interest of Lawrence County.

SECTION II OBLIGATIONS, RIGHTS AND REMEDIES

These terms and conditions shall be part of the Contract. Lawrence County reserves the right to negotiate other terms and conditions it deems appropriate and necessary under the circumstances to protect the public’s trust.

1. **ALTERATIONS OR AMENDMENTS:** No alterations, amendments, changes, modifications or additions to this Contract shall be binding on Lawrence County without prior written approval of the County.
2. **APPROPRIATION:** In the event no funds are appropriated by Lawrence County for the goods or services in any fiscal year, or insufficient funds exist to purchase the goods or services, then the Contract shall expire upon the expenditure of previously appropriated funds or the end of the current fiscal year, whichever occurs first, with no further obligations owed to or by either party.
3. **ASSIGNMENT:** Contractor shall not assign or sub-contract this agreement, its obligations or rights hereunder to any party, company, partnership, incorporation or person without prior written specific consent of Lawrence County.
4. **BOOKS AND RECORDS:** Contractor shall maintain all books, documents, accounting records and other evidence pertaining to the goods and services provided under this Contract and make such materials available at its offices at all reasonable times during the Contract period and for five (5) years from the date of the final payment under this agreement for inspection by County or by any other governmental entity or agency participating in the funding of this agreement, or any authorized agents thereof; copies of said records to be furnished if requested. Such records shall not include those books, documents and accounting records that represent the Contractor’s costs of manufacturing, acquiring or delivering the products and services governed by this agreement.

5. **CHILD LABOR:** Contractor agrees that no products or services will be provided or performed under this Contract that have been manufactured or assembled by child labor.
6. **COMPLIANCE WITH ALL LAWS:** Contractor is assumed to be familiar with and agrees to observe and comply with all Federal, State, and local laws, statutes, ordinances, and regulations in any manner affecting the provision of goods and/or services, and all instructions and prohibitive orders issued regarding this work shall obtain all necessary permits.
7. **DEFAULT:** If the Contractor fails to perform or comply with any provision of this Contract or the terms or conditions of any documents referenced and made a part hereof, Lawrence County may terminate this Contract, in whole or in part, and may consider such failure or noncompliance a breach of Contract. Lawrence County expressly retains all its rights and remedies provided by law in case of such breach; and no action by Lawrence County shall constitute a waiver of any such rights or remedies. In the event of termination for default, Lawrence County reserves the right to purchase its requirements elsewhere, with or without competitive bidding.
8. **GOVERNING LAW:** The laws of the State of Tennessee shall govern this Contract, and all obligations of the parties are performable in Lawrence County, Tennessee. The Chancery Court and/or the Circuit Court of Lawrence County, Tennessee, shall have exclusive and concurrent jurisdiction of any disputes, which arise hereunder.
9. **INCORPORATION:** All specifications, drawings, technical information, Request for Qualifications, Submittals, Award and similar item referred to or attached or which are the basis for this Contract are deemed incorporated by reference as if set out fully herein.
10. **INDEMNIFICATION-HOLD HARMLESS:** Contractor shall indemnify, defend, save and hold harmless Lawrence County its officers, agents and employees from all suits, claims, actions or damages of any nature brought because of, arising out of, or due to breach of the agreement by Contractor, its subcontractors, suppliers, agents, or employees or due to any negligent act or occurrence or any omission or commission of Contractor, its subcontractors, suppliers, agents or employees.
11. **INDEPENDENT CONTRACTOR:** Contractor shall acknowledge that it and its employees serve as independent contractors and that Lawrence County shall not be responsible for any payment, insurance or incurred liability.
12. **INSPECTION AND ACCEPTANCE:** Warranty periods shall not commence until Lawrence County inspects and formally accepts the goods and/or services. The terms, conditions and timing of acceptance shall be determined by Lawrence County. Lawrence County reserves the right to reject any or all items or services not in conformance with applicable specifications, and Contractor assumes the costs associated with such nonconformance. Acceptance of goods or service does not constitute a waiver of latent or hidden defects or defects not readily detectable by a reasonable person under the circumstances.

13. **IRAN DIVESTMENT ACT:** By submission of this solicitation, each offeror and each person signing on behalf of any offeror certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each offeror is not on the list created pursuant to Tennessee Code Annotated § 12-12-106.
14. **NON-BOYCOTT OF ISRAEL:** The Contractor certifies that it is not currently engaged in, and will not for the duration of the contract engage in, a boycott of Israel as defined by Tenn. Code Ann. § 12-4-119. This provision shall not apply to contracts with a total value of less than two hundred fifty thousand dollars (\$250,000) or to contractors with less than ten (10) employees.
15. **LIMITATIONS OF LIABILITY:** In no event shall Lawrence County be liable for any indirect, incidental, consequential, special or exemplary damages or lost profits, even if Lawrence County has been advised of the possibility of such damages.
16. **NON-DISCRIMINATION AND NON-CONFLICT STATEMENT:** Contractor agrees that no person on the grounds of handicap, age, race, color, religion, sex or national origin, shall be excluded from participation in, or be denied benefits of, or be otherwise subjected to discrimination in the performance of this agreement, or in the employment practices of vendor. Contractor shall upon request show proof of such non-discrimination, and shall post in conspicuous places available to all employees and applicants notices of non-discrimination. Contractor covenants that it complies with the Fair Wage and Hour Laws, the National Labor Relations Act, and other federal and state employment laws as applicable. Contractor covenants that it does not engage in any illegal employment practices.

Contractor covenants that it has no public or private interest, and shall not acquire directly or indirectly an interest that would conflict in any manner with the provision of its goods or performance of its services. Contractor warrants that no part of the total Contract amount provided herein shall be paid directly or indirectly to any officer or employee of Lawrence County as wages, compensation, or gifts in exchange for acting as officer, agent, employee, subcontractor or consultant to Contractor in connection with any goods provided or work contemplated or performed relative to the agreement.
17. **REMEDIES:** Lawrence County shall have all rights and remedies afforded under the U.C.C. and Tennessee law in Contract and in tort, including but not limited to rejection of goods, rescission, and right of set-off, refund, incidental, consequential and compensatory damages and reasonable attorney's fees.
18. **RIGHT TO INSPECT:** Lawrence County reserves the right to make periodic inspections of the manner and means the service is performed or the goods are supplied and warehoused.
19. **SEVERABILITY:** If any provision of this Contract is declared illegal, void or unenforceable, the remaining provisions shall not be affected but shall remain in force and in effect.
20. **TAX COMPLIANCE:** Contractor hereby acknowledges, by submission of its bid or proposal and signature, it is current in its respective Federal, State, County, and City taxes of whatever kind or nature, and is not delinquent in any way. Delinquent status must be disclosed or risk debarment by the Lawrence County Procurement Division.

21. **TERMINATION:** County may terminate this agreement with or without cause at any time. In the event of termination by either party, fees due for services satisfactorily performed or goods accepted prior to the termination date shall be paid.
22. **WARRANTY:** Contractor warrants to Lawrence County that all items delivered and all services rendered shall conform to the specifications, drawings, bid and/or other descriptions furnished and/or incorporated by reference, and will be fit for the particular purpose purchased of merchantable quality, good workmanship, and free from defects. Contractor extends to Lawrence County all warranties allowed under the U.C.C. Contractor shall provide copies of warranties to the County upon request. Return of merchandise not meeting warranties shall be at Contractor's expense.

SECTION III SCOPE OF WORK

PROJECT OVERVIEW

Lawrence County Government is soliciting request for qualifications from licensed Architectural/Engineering firms or individuals to provide expert assistance services to include but not limited to construction of a new facility for Lawrence County Health Department related to American Rescue Plan (ARP) funding and Epidemiology and Laboratory Capacity for Infectious Diseases (ELC). 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.

The principal representative of the eventually chosen firm is expected to assist, provide guidance and suggestions to Lawrence County Health Department. Communications for this project shall be between the principal architect/engineer and the Lawrence County Health Department Director, Devin Ezell (615) 428-8515. Services could include, planning, design, and/or construction.

Lawrence County is seeking professional services to include, but not limited to the following:

- Construction of a new 12,500 square foot facility
- Familiarity with the ARP funding requirements
- Familiarity with the ELC funding requirements
- Familiarity with local conditions.
- Ability to bill according to funding source per grant requirements.

LICENSING

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

QUALIFICATIONS AND EXPERIENCE

The respondent must show to the complete satisfaction of Lawrence County that it has the necessary facilities, ability and financial resources to provide the services specified herein in a satisfactory manner. The respondent should also give a past history and references in order to satisfy Lawrence County in regard to the respondent's qualifications. Lawrence County may make reasonable investigations deemed necessary and proper to determine the ability of the respondent to perform the work, and the

respondent shall furnish to Lawrence County all information for this purpose that may be requested. Lawrence County reserves the right to reject any offer if the evidence submitted by, or investigation of, the respondent fails to satisfy Lawrence County that the respondent is properly qualified to carry out the obligations of the contract and to complete the work described therein.

Evaluation of the respondent's qualifications shall include:

1. Firm Name, address, contact information and name of project team leader;
2. Brief history of the firm to include current size of staff, years in business and the organizational chart of team assigned to our project. Submit resumes of key individuals who will be assigned to our project;
3. A description of the Respondent's client base (i.e.: government, private sector, etc.);
4. A statement as to whether there is any pending litigation against the Respondent or if in the last ten years, the Respondent has filed (or had filed against it) any bankruptcy or insolvency proceedings;
5. The ability, capacity, skill, financial and other necessary resources to perform the work or provide the service required;
6. The ability to perform the work or provide the service promptly or within the time specified, without delay or interference;
7. The character, integrity, reputation, judgment, experience, and efficiency of the respondent;
8. The quality of performance of previous contracts or services, providing at least one (1) example of work;
9. For each previous project listed, include the following information:
 - a. Completion Date
 - b. Name and location of project
 - c. Client contact information (name, phone, and email)
 - d. Size (square footage), divided by function
 - e. Owner's initial budget
 - f. Total project cost with number of change orders and cost of change orders
 - g. Actual cost per square foot excluding site costs and professional fees
 - h. Total fee earned for project
 - i. Scheduled completion date compared to actual completion date.
 - j. List cost estimate, bid amount and difference. List any changes in scope if appropriate and if this change in scope resulted in an increase in your fee.
 - k. Photos of project
 - l. Floor plan drawing
10. Respondent must hold and/or acquire all necessary licenses to conduct business in the State of Tennessee. Respondent must state if the principal or Project Architect has ever had his/her

license suspended to practice architecture in Tennessee.

11. Respondent must be willing to provide a Certificate of Insurance with Lawrence County named as additional insured.
12. A signed and notarized copy of the Conflict-of-Interest Statement must be submitted with your proposal.
13. You may include an appendix at the end of your submittal and include a maximum of thirty (30) additional pages of information you wish to add for the County's review.

Respondents must provide a listing of the personnel to be assigned to the project, including organizational structure and each person's area of responsibility. Resumes for each professional assigned to this project are also required. Responders must have sufficient and qualified staff immediately available to conduct contract solicitations and to enter into and manage any components targeted by the RFQ.

A statement of conflicts (if any) the responding entity or key employees may have regarding these services. The statement should include conflicts, as well as any working relationships that may be perceived by disinterested parties as a conflict. If no potential conflicts of interests are identified, please state so.

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 Lawrence County policy; Tennessee Code Annotated where applicable; and other applicable law.
- Respondent's 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.

EVIDENCE OF INSURANCE

Type Coverage	Per Occurrence Minimum	Aggregate Minimum
Workers Compensation	As required by law and shall cover all employees	As required by law
Comprehensive & General Public Liability	\$1,000,000	\$2,000,000
Property Damage	\$1,000,000	\$2,000,000
Comprehensive Auto Liability Bodily Injury	\$1,000,000	
Comprehensive Auto Liability Property Damage	\$500,000	
Excess Umbrella	\$2,000,000	

NOTE: Contractor shall stipulate any limits lower than those listed.

The Contractor shall upon the full execution of agreement and thereafter upon request, furnish the County evidence that the insurance relative to its said acts or omissions is in force, provided, however, any certificate of insurance shall in no way alter or amend such insurance coverage to increase the level or extend expressly set forth herein.

All policies shall name Lawrence County as additional insured. This coverage shall be reflected on the Certificates of Insurance, which will be provided to the County with any endorsements or riders thereto. Each Certificate of Insurance shall require that notice be given thirty (30) days prior to cancellation of material change in the policies to the County.

The Contractor shall either (1) require his subcontractors to procure and to maintain during the life of the subcontract subcontractor's insurance of the type and in the same amounts as specified in the preceding schedule; or (2) insure the activities of subcontractors in Contractor's policy.

COMMUNICATION WITH LAWRENCE COUNTY DURING QUALIFICATION PROCESS

Communication with Lawrence County during the qualification process shall be with the below listed individual unless otherwise directed:

Lawrence County Office of Accounts and Budgets
Attn: Kelly Odom - Purchasing Agent
700 Mahr Avenue, Lawrenceburg, TN 38464
Email: kodom@lawcotn.org

Scope of services, specifications and requirements for this project may be reviewed at: www.lawrencecountyttn.gov or by contacting Purchasing Agent, Kelly Odom at kodom@lawcotn.org.

To ensure accuracy, all communication with Lawrence County should be via email.

RFQ SCHEDULE

07/31/2024	8:00 am CST	RFQ Issued
08/06/2024	10:00 am CST	Site Visit
08/12/2024	2:00 pm CST	Deadline to Submit Questions
08/19/2024	4:00 pm CST	Posting of Responses to Questions/Issuance of Addenda
09/03/2024	12:00 pm CST	Deadline to Submit Qualifications
09/03/2024	4:30 pm CST	Purchasing Meeting to open RFQ's
09/03/2024	4:30 pm CST	Award of Contract
09/04/2024		Contract Start Date

EVALUATION CRITERIA

<u>Item</u>	<u>Point Value</u>
Proper Qualifications	40 points maximum
Familiarity with ARP program and eligibility requirements	20 points maximum
Familiarity with ELC program and eligibility requirements	20 points maximum
Executive Summary	5 points maximum
Company Profile/Experience/Cost	5 points maximum
References	5 points maximum
Terms and Conditions	5 points maximum
TOTAL Points Available	100

EVALUATION REVIEW: Lawrence County reserves the right to use all pertinent information (also learned from sources other than disclosed in the RFQ process) that might affect the County’s judgement as to the appropriateness of an award to the best-evaluated vendor. This information may be appended to the evaluation process results. Information on a service provider from reliable sources, and not within the service provider’s submittal, may also be noted and made a part of the evaluation file. Lawrence County shall have sole responsibility for determining a reliable source. Lawrence County reserves the right to conduct written and/or oral discussion/interviews after the Qualification has closed. The purpose of such discussions/interviews is to provide clarification and/or additional information. These discussions/interviews shall be at no cost to Lawrence County.

AWARD: Qualifications will be received until Tuesday, September 3, 2024 at 12:00 pm CST. The qualifications will then be presented to the Lawrence County Purchasing Committee, on Tuesday, September 3, 2024 at 4:30 pm CST to be publicly opened and read aloud. Qualifications will then be evaluated by the Lawrence County Purchasing Committee, Kelly Odom, Lawrence County Purchasing Agent, and Devin Ezell, Lawrence County Health Department for selection.

Lawrence County will negotiate with the recommended firm its proposed fee for each phase of the project. If the County is not able to reach an acceptable agreement, it will stop negotiations with the first firm and begin negotiations with the second ranked firm, and so on, until the County is able to reach an acceptable agreement.

SECTION IV QUALIFICATION FORMAT

PART I COVER LETTER

Respondents must provide a cover letter authorizing the submission of the Qualification signed by a principal of the company.

PART II RESPONDENTS INFORMATION

Name of Company, Address, Telephone Number, Fax Number, Contact Person, E-mail
Address of Contact Person, Lawrence County Vendor Number, Copy of Lawrence County
Business License (if applicable), State of Tennessee Sales Tax Number (if applicable),
Federal Tax Identification Number (EIN), Acknowledgement of Addenda (if applicable)

PART III EXPERIENCE OF ENTITY

Experience of the Firm
Experience of the Individuals Performing the Services
Capacity to Deliver the Required Services
Administrative Capacity with Resumes of key individuals and their Roles

PART IV MINIMUM REQUIREMENTS

Address how the firm will provide the Minimum Requirements as stated in Section III –
Statement of Qualifications.

PART V LICENSES, AFFIDAVITS and INSURANCE

Respondents must include copies of all Licenses required to perform the work as
mentioned both as to individuals working on the project and the firm as a whole (if
applicable). Additionally, include the attached Affidavits and Insurance Requirements.



ATTACHMENT A
NONCOLLUSION AFFIDAVIT

State of _____

County of _____

_____, being first duly sworn, deposes and says that:
(printed name of person signing Affidavit)

1. He/She is the _____ of _____
(Owner or Authorized Partner, Officer, Representative or Agent of Owner)
(legal name of entity submitting bid or proposal)

the Offeror that has submitted the attached Qualification;

2. He/She is fully informed respecting the preparation and contents of the attached Submittal and of all pertinent circumstances respecting such Qualification;
3. Such Submittal is genuine and is not a collusive or sham Submittal;
4. Neither the said Offeror nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived, or agreed, directly or indirectly with any other Offeror, firm or person to submit a collusive or sham Submittal in connection with the Contract for which the attached Submittal has been submitted or to refrain from submitting in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Offeror, firm or person to fix the price or prices in the attached Submittal or of any other Offeror, or to secure through any other Offeror, or to fix any overhead, profit or cost element of the submittal or other submittal, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against Lawrence County, TN or any person interested in the proposed contract: and

(Signature of Affiant)

(title of Affiant)

ATTACHMENT B

AFFIDAVIT OF COMPLIANCE WITH

IRAN DIVESTMENT ACT

TENNESSEE CODE ANNOTATED, SECTION 12-12-106

Comes, _____, president or other principal Officer for and
on behalf of _____, (the "Company") and, after being duly
authorized by the Company so to do, makes oath that:

By submission of this solicitation, each person signing on behalf of any offeror certifies, and in the case of a joint partnership, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each offeror is not on the list created pursuant to the Iran Divestment Act, Tenn. Code Ann. § 12-12-106.

(Signature of Affiant)

(title of Affiant)