



GREENE COUNTY GOVERNMENT

Request for Qualifications

Architectural/Engineering Services

Greene County Health Department

REQUEST FOR STATEMENT OF QUALIFICATIONS

Introduction

Greene 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 the construction of a new facility for the Greene County Health Department related to the American Rescue Plan (ARP) funding Act funding. The purpose of this request is to begin obtaining adequate information by which the County may evaluate the various services offered by potentially qualified architectural/engineering firms.

Scope of work

The chosen firm is expected to assist, provide guidance and suggestions to the Greene County Health Department. Communications for the project shall be between the architect/engineer and the Greene County Health Department Director, Jaime Hensley (423-798-1749). Provided services shall include planning, design, and/or construction. Greene County is seeking professional services to include, but not limited to the following:

- Construction of a new facility of 12,000 to 14,000 square foot
- Capacity to provide drive-through testing and/or immunizations
- Clinical and office space to meet the needs of projected population growth for Greene County
- Familiarity with ARP funding requirements
- Familiarity with local conditions
- Ability to bill according to funding source per grant requirements

Licensing

The Proposer shall provide proof of licensure and authorization to conduct business in the State of Tennessee.

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

- Location of office(s)
- A brief description of the Proposer's years in business
- A description of the Proposer's client base (i.e.: government, private sector, etc.)
- Form of business (i.e.: individual, sole proprietor, corporation, LLC, partnership, etc.)
- 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) Any bankruptcy or insolvency proceedings.
- A narrative description of the proposed project team.

- A list of at least three (3) and no more than (5) customer references for similar requests.
- 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 the Greene County Government policies, Tennessee Code Annotated where applicable; and other applicable law.
- Proposer'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.

Additional RFQ Requirements

The following terms apply to all responses to the RFQ

- Submittals will be accepted by the Greene County Purchasing Department, 204 N Cutler Street, Suite 209, Greeneville TN 37745 until **2:00 P.M. EST, Monday, May 20, 2024. Qualifications must be submitted in a sealed envelope clearly marked "RFQ- Architectural/Engineering Services- Greene County Health Department. All appropriate licensing and other required information must appear on the exterior of the submittal envelope, as required by T.C.A. 62-9-119.**
- 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 the appropriate shipping envelope, and then clearly marked as mentioned above on the exterior of the shipping envelope. This is necessary in order to prevent accidental opening of submittals by separating sealed submittals form 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.**

Greene County reserves the right to disregard all nonconforming, non-responsive, or conditional submittals; to reject any or all submittals; to limit quantities; to waived formalities and informalities, and to evaluate submittals and accept any submittal or any part of any submittal that is judged, in our opinion, to the best quality, value and service to Greene County. This RFQ does not commit Greene 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 property of Greene County Government.

Condition of Acceptance by Greene County

This RFQ does not commit Greene County to award a contract, to pay any costs incurred in the preparation of a submittal for the RFQ, or to procure a contract for services. Greene 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 in whole.

The Greene County Health Department Director, the Greene County Mayor, and the Greene County Attorney 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. **Greene County is to be named as an "additional insured" for the duration of the project.**

1. Workman'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 of 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 including 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)
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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	60
Familiarity with ARP Program and eligibility requirements	20
Executive Summary	5
Company Profile/Experience/Cost	5
References	5
Terms and Conditions	5

Questions regarding the RFQ should be addressed to Krystal Justis, Purchasing Agent, 204 N. Cutler Street, Suite 209, Greeneville, TN 37745; email kjustis@greenecountytn.gov; Phone (423) 798-1700.

A contract will be negotiated with the most qualified firm(s) at a compensation which is stable, fair, and reasonable. If a satisfactory contract cannot be negotiated with any of the ranked firm(s), this RFQ shall be considered terminated.

Greene County reserves the right to select the firm(s) which it deems to offer the best overall proposal taking into consideration the evaluation criteria and other factors such as (a) past performance; (b) qualifications of professional personnel proposed for the project; (c) location and size; (d) recent, current, and projected workloads of the firm; and (e) related experience on similar projects. Based on these evaluations, Greene County shall identify firms for interview, which in its judgment, are the most qualified. These firms will constitute the short list. Interviews will be held at a date, time, and place to be determined. This RFQ is made for information and planning purposes only. Greene County does not intend to award a contract solely on the basis of any response made to this request or otherwise pay for the information solicited or obtained.

Statement of Qualifications should be submitted to the Greene County Purchasing Department, Attn: Krystal Justis, Purchasing Agent, 204 N. Cutler Street, Suite 209, Greeneville, TN 37745 by 2:00 P.M. Monday, May 20, 2024. Qualifications must be submitted in a sealed envelope clearly marked "RFQ Architectural/Engineering Services-Greene County Health Department".