

REQUEST FOR QUALIFICATIONS
RFQ # 14-008-09
COUNTY WIDE ARCHITECTURAL DESIGN SERVICES
FOR SHELBY COUNTY, TENNESSEE

I. INTRODUCTION

Shelby County Government (the “County”), is soliciting services of one or more qualified consulting firms to provide architectural design services for projects related to vertical construction, i.e., facility evaluations, roof replacement, building envelope repair/modifications, facility renovations and modifications.

Interested consultants should submit a Letter of Interest and Statement of Qualifications related to the services requested by the RFQ specifications. The County intends to evaluate submitted proposals and award open-end contracts to firms exhibiting comprehensive architectural experience.

II. MINIMUM REQUIREMENTS

All proposers must:

- Possess a professional license to practice architecture in the State of Tennessee
- Valid EOC certification number.
- Written statement of compliance to Title VI.
- Capability to perform required services and qualifications of staff.
- Adhere to all Title VI requirements and provide proof/documentation.
- Adhere to the requirements of certified Locally Owned Small Business (LOSB) participation. Project goal is **100%** participation.

III. SCOPE OF SERVICES

Required services include, but are not limited to, design, consultation, inspection, preparation of costs estimates, bid documents, construction administration, etc. that may arise on behalf of Shelby County. These services will be required on an as needed basis. There is no guaranteed minimum for this project.

V. SUBMITTAL FORMAT/ EVALUATION CRITERIA

Submittals shall be organized in a manner requested in the RFQ. Submittals shall contain all pertinent information requested and will be evaluated based on adherence to the following:

1. General Requirements

- Cover letter
- Firm name, address, and telephone number
- Point of contact: name and telephone number
- Written statement of compliance with Title VI and the Living Wage Ordinance
- Proof of Licensure

2. Capacity to perform required services

- Areas of expertise addressed by the team members presented in submittal
- Organizational chart, including all team members

3. Qualifications

- Company overview for all consulting firms participating as team members
- Resumes for proposed project manager and staff from each participating firm

4. Experience

Provide case study information documenting relevant experience from public and private sector projects within the past five years. Case studies shall list the following as a minimum:

- Client and client's point of contact information
- Firm's role in project
- Design fee, construction cost and change order amounts
- Project staff and their role

Inclusion of a fee is not required. A cost proposal will be negotiated with the selected consultant.

Evaluation proceedings will be conducted within the established guidelines regarding equal employment opportunity and nondiscriminatory action based upon the grounds of race, color, sex and creed or national origin. Interested certified Disadvantaged Business Enterprise (DBE) firms as well as other minority-owned and women-owned firms are encouraged to respond to all advertisements.

Non-Discrimination and Title VI

The contractor hereby agrees, warrants, and assures compliance with the provisions of Title VI and VII of the Civil Rights Act of 1964 and all other federal statutory laws which provide in whole or in part that no person shall be excluded from participation or be denied benefits of or be otherwise subjected to discrimination in the performance of this Contract or in the employment practices of the contractor on the grounds of handicap and/or disability, age, race, color, religion, sex, national origin, or any other classification protected by federal, Tennessee State Constitutional or statutory law. The 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.

Any recipient entity shall be subject to the requirements of Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d et seq., and regulations promulgated pursuant thereto. It shall develop a Title VI implementation plan with participation by protected beneficiaries as may be required by such law or regulations. To the extent applicable, such plan shall include Title VI implementation plans sub-recipients of federal funds through the entity. The contractor shall produce the plan upon request of Shelby County Government. Failure to provide same shall constitute a material breach of contract.

Disclosure of Proposal Contents

Provider understands and acknowledges that the County is a governmental entity subject to the laws of the State of Tennessee and that any reports, data, or other information supplied to the County is subject to being disclosed as a public record in accordance with the laws of the State of Tennessee. All proposals and other materials submitted become the property of Shelby

Respondents requesting additional information or clarification are to contact Nelson Fowler in writing at nelson.fowler@shelbycountyttn.gov or at the address listed below. Questions should reference the section of the RFQ to which the question pertains and all contact information for the person submitting the questions. ***IN ORDER TO PREVENT AN UNFAIR ADVANTAGE TO ANY RESPONDENT, VERBAL QUESTIONS WILL NOT BE ANSWERED. The deadline for submitting questions will be 12:00 p.m., Monday August 12, 2013 (CST).***

These guidelines for communication have been established to ensure a fair and equitable process for all respondents.

All written questions submitted by the deadline indicated above will be answered and posted on the County's website at www.shelbycountyttn.gov within forty eight (48) hours of the above cut-off date.

Please be aware that contact with any other personnel (other than the person clearly identified in this document) within Shelby County or its benefit administrators regarding this RFQ may disqualify your company from further consideration.

Firms may request consideration by submitting an original, six copies, and a digital CD of a letter of interest and statement of qualifications to Mr. Nelson Fowler, Manager A, Vasco A. Smith Administration Building, Purchasing Department, Room 550, 160 North Main Street, 38103.

All qualifications must be received by Mr. Fowler's office on or before 4:00 PM (Central Time) Tuesday, August 20, 2013.

A Consultant Review Committee (CRC) that will identify the most qualified proposers will review submittals. At the discretion of the CRC, selected consultants may be interviewed to determine the most qualified firm or firms.

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