

Mayor Bob Rial  
Dickson County Tennessee

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**DICKSON COUNTY GOVERNMENT**

**Request for Qualifications**

**Architectural/Engineering Services**

**Dickson County Health Department**

**REQUEST FOR STATEMENT OF QUALIFICATIONS**

**Introduction**

Dickson County Government is soliciting statements of qualifications and experience from qualified Architectural/Engineering firms or individuals to provide expert assistance in the design, development and construction of a new health department utilizing funding from the American Rescue Plan (ARP) and the Coronavirus Aid, Relief, and Economic Security (Cares) Act. 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 Middle Tennessee, Dickson County has historically been comprised of rural agricultural areas. Charlotte, the county seat, is in the heart of Dickson County. Dickson County has a total population of approximately 54,315 people with six cities: Burns, Charlotte (County Seat), Dickson, Slayden, Vanleer and White Bluff. The County Commission is the legislative body of Dickson County and is made up of twelve Commissioners. A commissioner is elected from each of the twelve commission districts in Dickson County and serves a four-year term with each district represented by one commissioner.



## **Scope of Work**

The principal representative of the eventually chosen firm is expected to assist, provide guidance and suggestions to the Dickson County Health Department. Communications for this project shall be between the principal architect/engineer and the Dickson County Health Department Director, Sherrie Booker (615) 446-2839. Services could include planning, design, and/or construction. Dickson County is seeking professional services to include, but not limited to the following:

- Design, develop and construct a new health department.
- Familiarity with the ARP funding requirements.
- Familiarity with the Cares Act funding requirements.
- 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.

**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 Dickson County policy; Tennessee Code Annotated where applicable; and other applicable law.
- The proposers 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 Dickson County Finance Department, Attn: Don Hall, Dickson County Purchasing Agent, 300 West End Avenue, Dickson, TN 37055 by 1:00 P.M. Monday, April 29, 2024.
- **Qualifications must be submitted in a sealed envelope clearly marked "RFQ – Architectural/Engineering Services – Dickson 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 – Dickson County Health Department" on the exterior of the shipping envelope.** This is necessary 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 absence of the aforementioned markings will not be accepted.

Dickson 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 Dickson County. This RFQ does not commit Dickson 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 Dickson County Government.

### Condition of Acceptance by Dickson County

This RFQ does not commit Dickson 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. Dickson 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 Dickson County Purchasing Agent and the Dickson County Health Department Director 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. ***Dickson 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 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)

- 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 Dickson County Finance Department, Attn: Don Hall, Dickson County Purchasing Agent, 300 West End Avenue, Dickson, TN 37055 by 1:00 P.M. Monday April 29th, 2024. Qualifications must be submitted in a sealed envelope clearly marked "RFQ Architectural/Engineering Services – Dickson County Health Department".

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