

From: Joey Brake, Houston County Mayor

Cc: Rachael Mathis, Executive Assistant to the Mayor
Becca Arrington, Grants Manager

To: Prospective Architectural & Engineering Firms

Date: May 7, 2024

Below please find a copy of the solicitation for professional architectural and engineering design services requested by the Houston County Government in Tennessee. Houston County is interested in seeking professional services for engineering and design for the Houston County Courthouse Expansion funded by the Tennessee Department of Economic and Community Development Connected Community Facilities Grant Program.

Thank you for your time and interest. If you have any questions, please feel free to contact Joey Brake, Mayor, at countymayor@hocotn.com or 931-289-3633 and please copy Becca Arrington, Grants Manager, at hccassist@peoplestel.net for email correspondence. Pre-bid visits to and/or tours of the project area are allowed and should be coordinated with Houston County.

INVITATION TO SUBMIT STATEMENTS OF QUALIFICATIONS

The Houston County Government is seeking statements of qualifications for architectural and engineering services to assist with the design engineering and construction administration. The funded project includes the renovation and 3,600 sq ft expansion of the Houston County Courthouse and installation of accessible entryways to create additional community and meeting space and private offices. This will integrate existing courthouse office spaces into new community space. This project is funded by Tennessee Department Economic and Community Development's (TNECD) Connected Community Facilities Grant.

The Houston County Government and the engineer will enter into an agreement which shall detail the scope of services and the compensation for said services. The services to be provided will include, but not be limited to:

1. Collaborate with various stakeholders involved in the project, including clients, government authorities, contractors, and other consultants.
2. Create construction plans and specifications
3. Prepare the construction bid package in conformance with applicable state and federal requirements and supervise the bid advertising, tabulation, award process, and issuing the notice to proceed.
4. Assist with implementing the construction project and quality assurance and control throughout the project lifecycle, including on-site supervision of work, and construction report preparation.
5. Review and approve all contractor requests for payment and submitting approved requests to the Mayor's Office
6. Conduct final inspection and provide reproducible plan drawings to Houston County

These services shall be carried out in accordance with the grant program schedule and requirements established by TNECD.

Respondents will be evaluated based on the written materials submitted and according to the five factors described below. Therefore, Statements of Qualifications should include:

- a. Specialized experience or technical expertise of the firm regarding engineering design and inspection services for the type of project being undertaken (20 points);
- b. Record of past performance on contracts with (your agency) and other clients, including quality of work, timeliness, and cost control (20 points);
- c. Capacity of the firm to perform the work within time limitations, taking into consideration the firm's current and planned workload (20 points); and
- d. Familiarity of the firm with the type of problems applicable to the proposed project (20 points).
- e. Written responses to the following questions: (20 points).
 - What experience will your firm bring to the project to consider and understand civil, structural, and fire protection engineering requirements?
 - How would you describe your approach to construction administration and inspection?
 - Do you have experience with projects that were funded with state and/or federal grant money?

For questions, contact Joey Brake, Mayor, at countymayor@hocotn.com or 931-289-3633 and copy Becca Arrington, Grants Manager, at hcassist@peoplestel.net.

Interested firms should submit statements to: Joey Brake, Mayor, **by Thursday, May 23, 2024 at 12 PM Central Daylight Time at countymayor@hocotn.com or 4725 E Main St, P.O. Box 366, Erin, TN 37061.**

Please state "2024 HOUSTON COUNTY QUALIFICATIONS STATEMENT- PROFESSIONAL DESIGN SERVICES – COURTHOUSE RENOVATION" on the outside of the package OR subject of email.

Bidders must also include signed copies of each of the following with their submission: 1. Iran Divestment Act Certification 2. Non-Boycott of Israel Certification 3. BYRD Anti-Lobbying Amendment Certification 4. Debarment Certification. Visit the Houston County Mayor's Office for paper copies of these forms. All eligible vendors must receive a Unique Entity Identifier and be registered with Sam.gov. When setting up your account, please indicate that you wish for your company's information to be publicly searchable. Visit www.fsd.gov for more information.

This project will be funded through the American Rescue Plan Act of 2021 (ARPA). The successful firm or individual must comply with Executive Order 11246, Equal Employment Opportunity, the Civil Rights Act of 1964, Section 109 of the Housing and Community Development Act of 1974, and Section 3 of the Housing and Urban Development Act of 1968.