

SUMNER COUNTY, TENNESSEE



REQUEST FOR QUALIFICATIONS FOR PROJECT MANAGER SERVICES FOR A NEW JUDICIAL CENTER AND RELATED COUNTY FACILITIES August 2018

Sumner County, Tennessee ("County") seeks a Project Manager (PM) to oversee and coordinate the design and construction of a new Judicial Center, potential parking structure and other directly related support facilities to be located in the downtown area of Gallatin, Tennessee. Additional information is provided in the Scope of Work/Content of Responses sections of this document. The County reserves the right to divide the project into multiple projects if deemed necessary or beneficial to the County.

Qualifications must be received by **12:00 PM on September 13, 2018**. Late Qualifications will be neither considered nor returned. Questions related to this RFQ must be received by 12:00 PM on **September 6, 2018**.

DELIVER QUALIFICATIONS TO:

Leah May Dennen, Law Director
Sumner County Administration Building
355 North Belvedere Drive
Gallatin TN 37066

The envelope exterior must show the company name, address, and closing date.

**SECTION I
GENERAL TERMS AND CONDITIONS**

- 1.1 ADDITIONAL INFORMATION:** Requests for additional information can be emailed to ben@sumnercountylaw.com. Questions must be received by 12:00 PM on **September 6, 2018**. All responses to inquiries will be posted on the Sumner County website (<http://www.sumnertn.org/>) under the “Bids” link. Any inquiries received will not be answered individually, but will be posted for all interested vendors.
- 1.2 ACCEPTANCE:** Respondents shall hold their submittal firm and subject to acceptance by Sumner County for a period of ninety (90) business days from the date of the Qualification closing, unless otherwise indicated in their Qualification.
- 1.3 AWARD:** It is the intent of the Owner to negotiate a fee and enter into a contract with an individual or partnership, to provide services for the listed project(s).
- 1.4 COPIES:** Sumner County requires that Qualifications be submitted as **one (1) marked original and nine (9) exact copies**. Additionally, Sumner County requests the Submittal be submitted in digital format.
- 1.5 DECLARATIVE STATEMENTS:** Any statement or words (e.g.: must, shall, will) are declarative statements and the respondent must comply with the condition. Failure to comply with any such condition may result in their Qualification being non-responsive and disqualified.
- 1.6 ELECTRONIC TRANSMISSION OF QUALIFICATIONS:** Sumner County **will not** accept electronically transmitted responses when responding. Facsimile submission is strictly prohibited. All responses must be mailed or delivered by hand.
- 1.7 INCURRED COSTS:** Sumner County will not be responsible for any costs incurred by the firms in the preparation of their response.
- 1.8 NO CONTACT POLICY:** After the date and time that the vendor receives this solicitation, any contact initiated by any respondent with any Sumner County representative, other than the questions concerning this Request for Qualification, is strictly prohibited.
- 1.9 QUALIFICATION DELIVERY:** Sumner County requires respondents, when hand delivering responses, to have the sealed envelope to be time and date stamped in the Office of the Law Director at the time of deposit. Sumner County will not be responsible for any lost or misdirected mail sent by common carrier. Sumner County shall also not be responsible for responses delivered to other addresses other than the one listed at the top of this solicitation. The clock in the Law Director’s Office shall serve as the official record of time.

- 1.10 **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 term and conditions stated in the Qualification document.
- 1.11 **NO DISCRIMINATION:** Sumner County does not discriminate towards any individual or business on the basis of race, sex, color, age, religion, national origin, disability, or veteran status. The successful firm(s) agrees that they shall comply with all local, state, and federal law, statutes, and regulations including, but not limited to, the Rehabilitation Act of 1973 and the Americans with Disabilities Act.
- 1.12 **FORUM SELECTION:** Any contract will be interpreted under the laws and statutes of the state of Tennessee. Sumner County does not enter into contracts which provide for mediation or arbitration. Any action arising from any contract made from this Qualification shall be brought in the state courts in Sumner County, Tennessee or in the United States Federal District Court for the Middle District of Tennessee.
- 1.13 **NULLIFICATION:** Sumner County may, at any time, nullify the agreement if, in the judgment of Sumner County, the firm(s) have failed to comply with the terms of the agreement. In the event of nullification, any payment due in arrears will be made to the firm(s), but no further sums shall be owed to the firm(s).
- 1.14 **OPEN RECORDS ACT:** After Qualifications are accepted, all Qualifications will be subject to the Tennessee Open Records Act, and the proposals will be available to the public upon written request. Summary information on Qualifications submitted will be posted on the Sumner County Government website at <http://www.sumnertn.org/> under the "Bids" link.
- 1.15 **WAIVING OF INFORMALITIES:** Sumner County reserves the right to waive minor informalities or technicalities when it is in the best interest of Sumner County.

SECTION II SCOPE OF WORK

INTRODUCTION

Sumner County is seeking a qualified individual to serve as a Project Manager for several projects which may be completed over approximately a six-year period. It should be emphasized that the County wants to hire a person to serve as its Project Manager, and not an applicant submitting on behalf of a larger Program Management or Construction Management firm. Applicants should be located in the Middle Tennessee region.

Prospective applicants will ideally have a background in architecture, engineering, or construction. Specific experience with facility design, contract administration, and construction administration will be helpful. Applicants should be experienced in projects of a comparable size, complexity, and scope to the proposed project. Experience with judicial, detention, and governmental projects is highly desired, but not required.

PROJECT DESCRIPTION

Phase 1 Projects

The County wishes to build a new Judicial Center to replace existing outdated facilities. The new facility will be approximately 209,000 square feet, containing courtrooms, judicial offices and support spaces, public access areas, defendant holding areas, and other related support facilities. A second Phase I Project involves the design and construction of a modular housing pod addition to be located at the County Jail. Phase 1 may also include a new parking structure to be located on a site, yet to be determined, near the Judicial Center.

The initial design phase of the project has been funded by the County. The construction phase has not been funded at this time.

Phase 2 Projects

Following construction of the new Judicial Center, and occupancy by the courts, Phase 2 projects could commence. Phase 2 Projects involve the renovation of the Historic County Courthouse on Public Square for use by the District Attorney General's Office, and renovation of the Criminal Justice Center for use by the Sheriff's Office and Jail.

PROJECT SCOPE OF SERVICES

The primary role of the Project Manager (PM) is to be a manager, facilitator, and communicator working closely with the County's consultants. The PM will attend project design meetings, related County meetings, and any other meeting dealing with the design and/or construction of the new Judicial Center. The PM will coordinate and/or execute all tasks and duties directed by the County in the development, design, and construction of its various facility projects.

PROJECT PLANNING

1. Become familiar with the strategic plan and detailed operational program developed by Justice Planning Associates.
2. Develop general overall project master schedule (with assistance from Justice Planning Associates and County support staff designated for the Project.)
3. Develop management plan for communications and approvals process.

DESIGN PHASE

1. Assist in the Design Team selection process.
2. Assist in contract negotiation.
3. Manage the mobilization of the design team and coordinate interactions with County users and the Design Advisory Panel.
4. Review drawings and specifications.
5. Analyze design team cost estimates.
6. Identify opportunities for cost savings.
7. Monitor schedule performance and identify long lead items.
8. Schedule and document project coordination meetings.
9. Assist with obtaining regulatory approvals.
10. Review all invoices and prepare payment recommendations for all invoices.
11. Perform other project management tasks, as required.

PROCUREMENT and BIDDING PHASE

1. Assist in bidding processes as determined by County.
2. Conduct / direct / purchase vendor selection.
3. Prepare comparative analysis of bids received.

CONSTRUCTION

1. Develop and apply project control systems.
2. Prepare cash flow projection.
3. Establish communication protocol.
4. Monitor on-site construction activities.
5. Review and prepare payment recommendations for all invoices.
6. Negotiate change order payment amounts.
7. Expedite development of schedule recovery strategies.
8. Coordinate activities of direct purchase vendors.
9. Conduct and document project coordination meetings.
10. Work to resolve disputes quickly and informally.
11. Distribute monthly progress reports.
12. Maintain project documentation.

PROJECT CLOSE-OUT

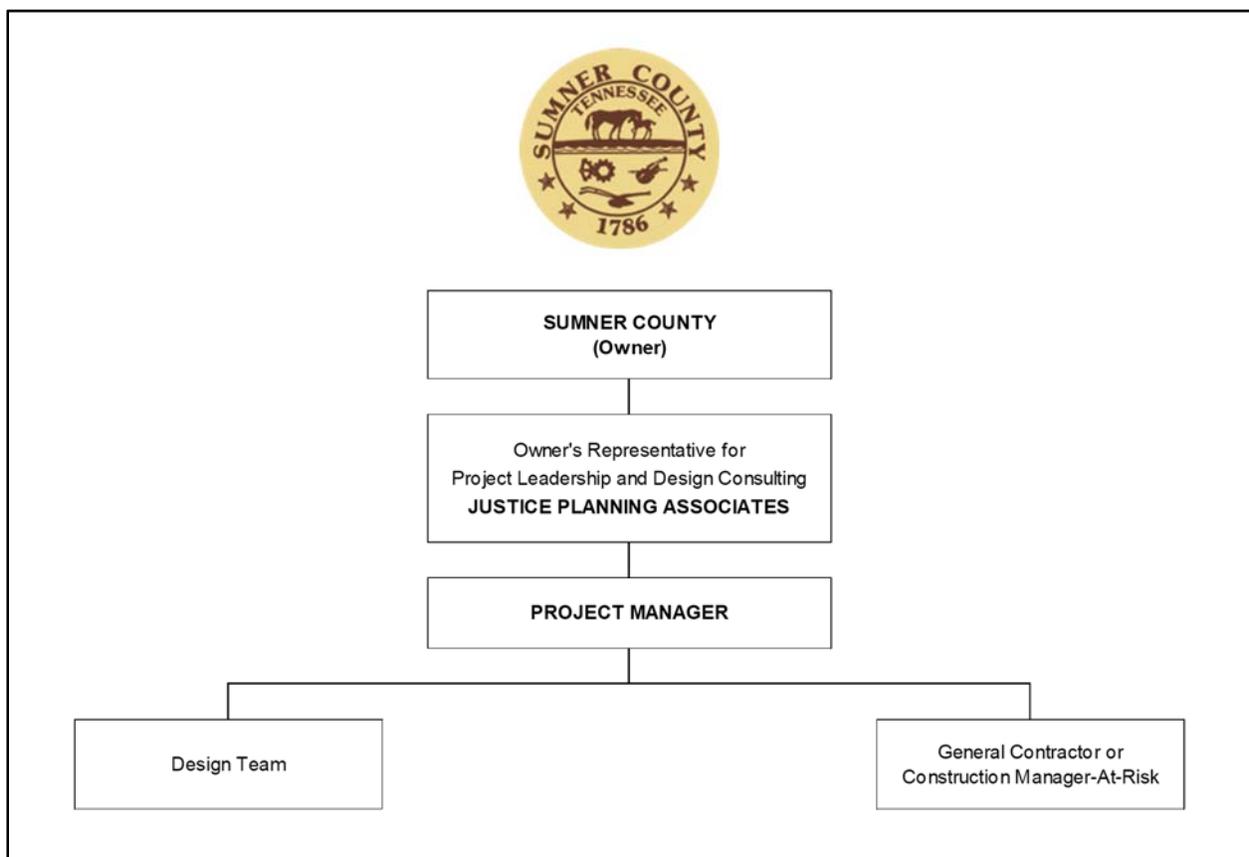
1. Expedite substantial completion and final inspections.
2. Monitor correction of punch list items.
3. Review contractor and vendor submission of all required documents.
4. Coordinate transfer of property operation to County.

PROJECT MANAGEMENT

Commissioner Leslie Schell, Chairperson of the Sumner County Board of County Commissioners General Operations Committee, has been designated to be in overall charge of the project. Commissioner Schell will be considered the Owner, acting on behalf of the Board of County Commissioners, in subsequent language throughout the RFQ and during the project.

Justice Planning Associates (JPA) developed the strategic plan and is currently completing programming tasks for the new Judicial Center. JPA will continue to serve the County in the role of Owner's Representative, reporting directly to the Owner. JPA will be responsible for overall project leadership, focusing on strategic tasks, and for design consulting, focusing on outcome-related tasks, such as building functionality and appearance.

The PM will assist the County and JPA, with specific focus on project management. The selected PM will be responsible for managing the various projects, including project budgeting, scheduling, communication, and process flow. Both the Architect and the General Contractor or Construction Manager-at-Risk will report to the Project Manager, who will report to JPA and to the Owner.



SECTION III CONTENT OF RESPONSES

A cover letter and executive summary highlighting the key points of the response and indicating the experience and other factors, which make the Project Manager appropriate for this project, should be submitted with the proposal.

In addition to the cover letter referenced above, proposals must contain the following information, provided in the order listed below. Concise and direct responses are encouraged.

1. **Table of Contents** – A table of contents referring to specific sections within the response to the RFQ.
2. **Identification** – Provide full legal name of the proposing individual or firm (if incorporated), mailing address, telephone number, fax number, email address and contact person.
3. **Management Approach** – Describe the Applicant's management style and approach to projects of similar size and complexity.
4. **Project Experience** – Provide descriptions, photos and other representation material which illustrate the Applicant's experience on other projects of similar size and complexity.
5. **Resume** – Provide a resume, including any and all licenses with proof of applicable licenses is up to date and are in force.
6. **References** – Provide names, addresses, telephone numbers, email or other contact information for at least five (5) references. Provide the project name(s) and services provided for each reference.
7. **Current Workload** – Provide a listing of the Applicant's current or upcoming projects, the current phase of the project, and the percentage of the Applicant's time required for each project.
8. **Litigation** – Provide a list of any work-related litigation the Applicant has been or is presently involved with, and the results of any litigation in the last five (5) years.
9. **Contractual Defaults** – Provide a list of any contracts which a client alleged that you breached in the last five (5) years.
10. **Additional Information** – Provide any additional information you feel is needed to describe your qualifications for this project.

CONSIDERATION OF RESPONSES

Properly-identified responses received on time, and in accordance with the requirements of the RFQ, will be considered for award. Responses not received on time, or otherwise not submitted in accordance with the requirements of the RFQ, will not receive consideration for award.

The responses will be evaluated by a selection panel and a shortlist will be developed for interviews. Short-listed respondents will be notified by email, and interviews will be scheduled with selected applicants. The interviews will be fairly informal in nature. Those respondents not short-listed will not be eligible for further consideration.

Interview: Interviews of short-listed candidates will be announced in writing to the individuals selected. The format for the interviews will be defined at that time, but is envisioned to be informal. Interviews will be held approximately two weeks following notification of the short-list. The County will select the Project Manager whom it believes is best qualified based on a combination of the original responses, references, interviews, and other relevant factors.

Final Selection: At this time, the County, at its discretion, may reject all submittals or may negotiate an agreement for services. It is anticipated that the County will negotiate a Stipulated Sum contract with the Project Manager. If, in the County's opinion, it is not possible to successfully complete negotiations with the selected applicant, the County may, at its sole discretion, elect to terminate those negotiations and proceed with another applicant. It is the intent of the County to enter into a contract with the Project Manager within thirty (30) days of selection.

Rejection of Responses: The County shall have the right to reject any or all responses for any reason at any time, reject a response not accompanied by the information required by the RFQ, or reject a response which is in any way incomplete or irregular, with no liability for cost(s) incurred. Nothing contained in the RFQ shall create any legal right in favor of any respondent or create any liability or obligation on the part of Sumner County.

END OF REQUEST FOR QUALIFICATIONS