

SUMNER COUNTY, TENNESSEE



REQUEST FOR QUALIFICATIONS FOR ARCHITECTURAL / ENGINEERING SERVICES FOR A NEW JUDICIAL CENTER AND MODULAR JAIL HOUSING October 2018

Sumner County seeks Architectural / Engineering Services to be provided by a qualified and licensed Architect to design a new Judicial Center to be located in downtown Gallatin, and to design a modular housing pod to be located at the County Jail in Gallatin. Additional information is provided in the Scope of Work / Content of Responses sections of this document.

Qualifications must be received by **1:00 PM on Thursday, November 1, 2018**. Late Qualifications will be neither considered nor returned. Questions related to this RFQ must be received by 1:00 PM on Thursday, October 25, 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 1:00 PM on Thursday, October 25, 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 a firm, to provide services for the listed project(s).
- 1.4 COPIES:** Sumner County requires that Qualifications be submitted as one (1) marked original and eleven (11) 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 seeks a qualified Architectural/Engineering firm, or team of firms, for the design and construction administration of a new Judicial Center in downtown Gallatin. In addition, the design team will develop a site plan and design for the addition of an approximate 48-bed housing pod located on the County Jail site adjacent to visitation to relieve current overcrowding issues. These projects are collectively designated as Phase I Projects. The proposed Judicial Center is approximately 209,000 building gross square feet, with an additional 12,000 square feet of secure judicial parking. Parking for the public and staff has yet to be determined. The selected Architect may be expected to work with representatives of Sumner County and the City of Gallatin to determine a preferred location for structured parking to serve the new Judicial Center and the downtown area, and may be contracted for design of the parking garage.

PROJECT INFORMATION

In 2018, Sumner County completed a Strategic Plan for its Judicial System. A synopsis of the findings can be found on the County's website:

<https://www.sumnertn.org/information/news/may-2018/justice-planning-associates-presents-findings>

Existing Conditions:

- The Sumner County Judicial System is extremely fragmented. Courts operate out of three separate facilities. This condition creates: confusion for the public and for jurors; inefficiency with respect to visitor screening and detainee movement; an inability of the Courts to share judges, staffing, space, and resources; and other operational constraints.
- In the evaluation phase of the Strategic Plan, court space received a rating of Inappropriate. The various court facilities are unable to provide completely separate and secure circulation zones for the public, prisoners, judges, jurors, and court staff. This condition creates a serious personal safety issue, as well as potentially compromises the integrity of the judicial process. In addition, there is general overcrowding, with many necessary court spaces either below minimum recommended standards or lacking entirely.
- The Historic Courthouse, which currently houses the Circuit and Chancery Courts, opened in 1939 with a single courtroom. Over time, additional courtrooms were created out of converted office space. As a result, the courtrooms lack adequate room dimensions to provide proper separation of parties, appropriate sightlines, and handicap accessibility to the witness stand and jury box. The Criminal Court and General Sessions Courts are located at the Criminal Justice Center, in slightly better configured space than in the Historic Courthouse. However, these courts

also have operational issues, and lack area for expansion. The Juvenile Court is located in a renovated School Board building where detained juveniles must be escorted through public areas. This is a fundamentally inappropriate condition.

- Since 1939, the court system has grown to consist of six judges and approximately two other full-time magisterial positions, for a total of eight judicial officers. Over the next thirty years, the County's resident population is projected to increase by about 50 percent, growing from 180,000 residents in 2018 to 270,000 residents in 2050. Based on that population increase, as well as on an examination of future caseload demand, it is projected that the number of judicial officers will increase from the current number of eight to approximately twelve by 2050. Staff positions will also continue to increase, requiring area for both personnel and support space.
- The Sheriff's Office also suffers from severe overcrowding and layout issues at the Criminal Justice Center. Administrative and law enforcement spaces received a rating of Inadequate. Detention spaces at the Jail received an overall rating of Marginal. Although the majority of spaces, such as male housing, visitation, and food service are adequate, the Jail does have some serious spatial and operational shortfalls with respect to intake and classification, female housing, and juvenile housing. The Jail is relatively new, with the tower having been constructed in 2004. It is not believed that the County could, or should, consider replacing the Jail at this time.

Proposed Phase I Projects:

In the first phase of capital improvements, it is recommended that a new Judicial Center be developed on Main Street in Gallatin, and that a housing module be developed at the County Jail for relief of current female overcrowding.

- **New Judicial Center:** It is recommended that all courts be consolidated into a single facility. This approach will significantly enhance public wayfinding, security, as well as operational efficiency and effectiveness. As part of the Strategic Plan, a facility of approximately 209,000 square feet has been proposed. Detailed facility programming is currently underway to refine that estimate. The new facility will contain the Circuit, Chancery, Criminal, General Sessions, and Juvenile Courts. It has been proposed that 10 courtrooms will be initially constructed, along with a shelled/unfinished floor, capable of accommodating up to four additional courts as the need arises.

It is further recommended that the new Judicial Center be located within the Central Business District of downtown Gallatin, the county seat. Two sites have been proposed. The recommended site is the parking lot adjacent to the County Library on Main Street. An alternative site is the existing Juvenile Court site, which would require the relocation of the Juvenile Court and County Probation into temporary space. It is the County's desire to have a final site selection completed prior to finalizing the contract for the selected Architect.



A budget of approximately \$78 million has been established for the new Judicial Center. This budget includes construction costs, owner contingency, professional fees, furnishings and equipment, and three years of escalation to the mid-point of construction, which is assumed to be 2021.

- Criminal Justice Center / Jail:** It is recommended that the County construct a modular housing unit to help address the female inmate overcrowding issue. Construction of a female dormitory housing pod would also free-up existing area that could be used to address the shortage of holding space for short-term juvenile detainees.

A budget of \$2 million has been established for the addition of an approximate 48-bed dormitory female housing pod to be located at the County Jail adjacent to the visitation area. This number could be modified slightly based on the final design solution. It is recommended that this project commence immediately to relieve jail overcrowding.

Proposed Phase II Projects:

The following projects are not part of this Request for Qualifications. These projects would be performed at the discretion of the Board of County Commissioners, once the new Judicial Center has been completed and the courts have been relocated to the new facility. Nothing in the current RFQ would preclude the selected Architect from competing for Phase II projects, nor is the County precluded from extending the contract to the selected Architect to perform Phase II work.

- Historic Courthouse:** The Historic Courthouse would remain on Public Square, but would be repurposed for use by the District Attorney General's Office.
- Criminal Justice Center / Jail:** With the consolidation of the Criminal and General Sessions Courts into a new facility, the entire Criminal Justice Center can be

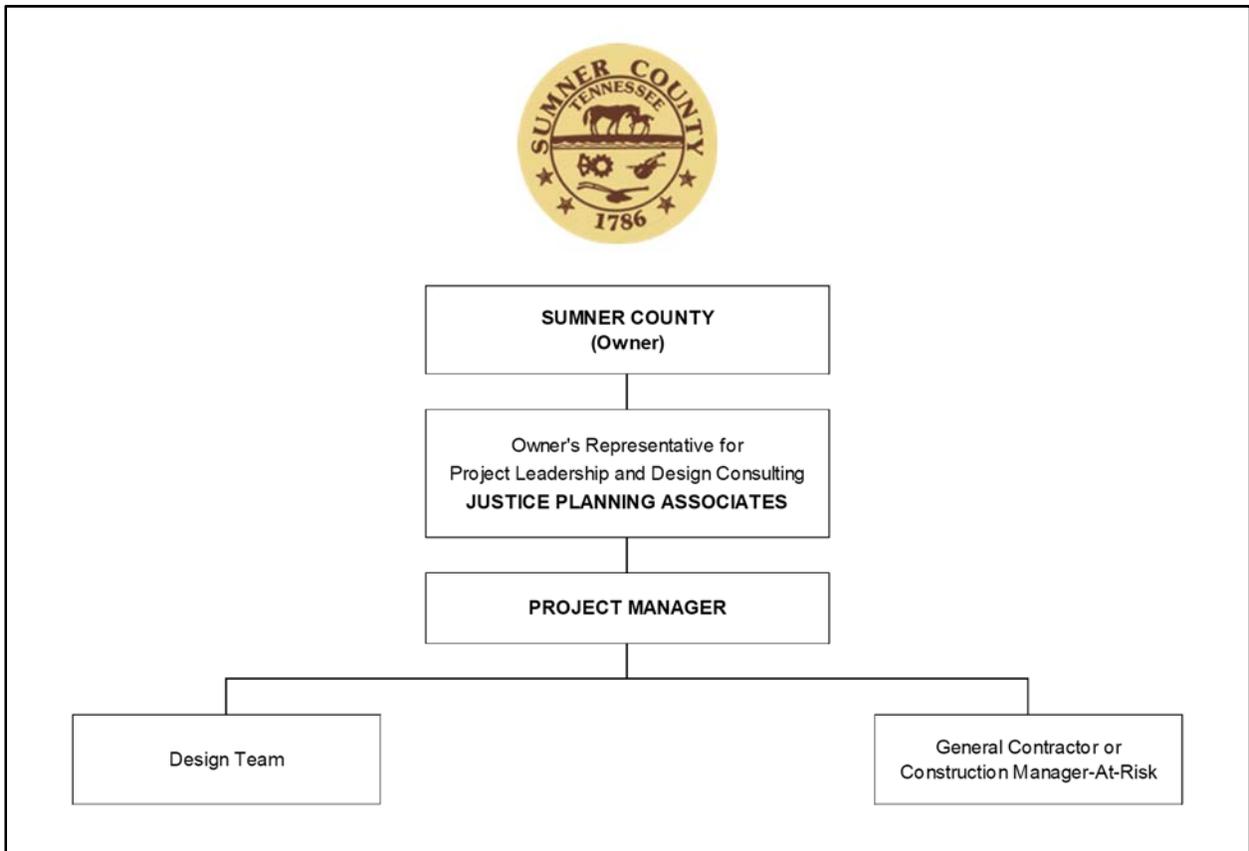
dedicated for use by the Sheriff's Office. The Administrative and Law Enforcement components would potentially expand into space vacated by the courts. The Jail would expand into existing Sheriff's Office space, into areas which were formerly part of the Jail.

PROJECT MANAGEMENT

Commissioner Leslie Schell, currently the 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 and for design consulting.

The County is in the process of contracting with a Project Manager (PM). The selected PM will assist the County and JPA, with a specific focus on project management. The 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, as the Owner's Representative.



The selected Architect will work with a Design Advisory Panel during the design process. That panel will consist of elected officials, court officials, consultants, and other interested parties, and will be chaired by JPA, as Owner's Representative. The panel will function in an advisory capacity and will provide a sounding board for the design of the new Judicial Center. In addition, the selected Architect will work with a General Contractor or Construction Manager-At-Risk. A final decision on which delivery method the County will use has not been made. To the greatest extent possible, it is anticipated that design decisions will be made in a collegial and collaborative manner among the core team consisting of the Architect, Project Manager, Owner's Representative, and Owner. Where that is not possible, Commissioner Schell, acting on behalf of the Sumner County Board of County Commissioners, will have final decision-making responsibility.

EXPERIENCE REQUIREMENTS

The Architect should be experienced in projects which are somewhat similar in scope and scale to the proposed projects. Previous courthouse design experience is highly desirable. During the planning process, all project participants identified a strong preference for a courthouse with a traditional look, that is in keeping with the context of downtown Gallatin. Teams responding should recognize that this is an important objective for the project, and will be a factor in designer selection.

SECTION III CONTENT OF RESPONSES

A cover letter, highlighting the key points of the response, should be submitted. The letter should be executed by the owner / principal or authorized representative of the submitting firm.

In addition to the cover letter, submittals must contain the following information, provided in the order listed below. For joint venture proposals, submit or separately identify the information as to each joint venture member. 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 firm, mailing address, telephone number, fax number, email address and contact person for the firm which will have contractual responsibility for the project. Identify year founded. Identify the number of employees for the firm as a whole, and at the offices where work will be performed. Please include the number of licensed architects where the work will be performed. Identify any joint venture partners, or associated firms, with similar information. Note any prior working relationships and list relevant projects.
3. **Design Approach / Construction Administration** – Describe the applicant's overall design approach. Describe the process for providing construction administration services. If multiple architectural firms are submitting as part of a single team, clearly identify the specific roles and responsibilities of each firm. Clarity in design roles and responsibilities will be a factor in architectural selection.

As part of the Design Approach / Construction Administration, the County wishes to have the firm (and specific personnel) responsible for construction administration to be physically located within 100 miles of downtown Gallatin. This will be a factor in determining whether a qualifications statement is responsive.

4. **Proposed Personnel** – Provide an organizational chart or written description of the key project team members, including all engineering disciplines and other consultants. Show each individual's project function and title. Identify the principal-in-charge, project manager, and lead designer. Indicate the percentage of their time to be allocated to the proposed project.
5. **Resumes** – Provide resumes of each key member including any and all applicable licenses with proof that licenses are up to date and are in force. Highlight relevant experience. Disclose any work that was completed with another firm. **Provide a sample portfolio of the lead designer's projects where that person specifically-acted in the role of lead designer.**

6. **Project Experience** – Provide descriptions, illustrations, photos and other representation material which illustrate the applicant’s experience on other projects of similar nature, size, and complexity that are believed to be particularly relevant to the Sumner County project.
7. **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.
8. **Litigation** – Provide a list of any pending or concluded litigation against the applicant firm(s) within the previous five years.
9. **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 composed of elected officials, justice system participants, and the owner’s representative. Oral presentations will be made to this selection panel.

After all responses have been evaluated, the selection panel will develop a list of respondents believed to be appropriate for further consideration. Short-listed respondents will be notified by email. Those respondents not short-listed will not be eligible for further consideration. Those respondents who are short-listed will be required to provide an oral presentation as described below:

Oral Presentation: An oral presentation for short-listed candidates will be announced in writing to the individuals selected. The format for the interviews will be defined at that time. Interviews will be held approximately three weeks following notification of the short-list. The County has tentatively identified Thursday, November 29th for oral interviews. The County will select the Architect which it believes is the best overall fit for the project, based on a combination of the original responses, references, oral presentations, and other relevant factors.

Final Selection: 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 Architect. If, in the County’s opinion, it is not possible to successfully complete negotiations with the selected firm, the County may, at its sole discretion, elect to terminate those negotiations and proceed with the firm believed to be the next best overall fit for the County. It is the intent of the County to enter into a contract with the Architect 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