

RFQ

Loudon County Jail / Justice Center

Introduction:

Loudon County is accepting proposals from interested and qualified firms to provide professional architectural/engineering services for a new jail facility.

Loudon County jail is located at 12680 Hwy 11 West, Lenoir City, Tennessee. The Jail was originally built in 1975 with additions in 1985, 1993 and 2003. The current rated capacity is 96 beds, (83-male and 13-female). Loudon County Jail is currently operating at numbers that exceed its capacity.

Loudon County will build on property adjacent to the current Justice Center facility.

General Instructions:

1. Proposals are due on September 10, 2015 by 10:00 am.
2. Any questions concerning this RFQ must be in writing addressed to Joan Lovelace, Loudon County Purchasing Director. Questions are due no later than September 03, 2015 by 10:00am.

Loudon County Purchasing
100 River Road, Ste. 110
Loudon, Tn 37774
Telephone: 865-458-4663 #101
Fax: 865-458-4871
Email: lovelacej@loudoncounty-tn.gov

Sealed RFQ, subject to the specifications and conditions contained herein and attached hereto, will be received in the Purchasing Department, Loudon County Office Building, until, but no later than 10:00am (EST) local time prevailing, September 10, 2015 and then opened.

To be considered, your RFQ must be submitted to Loudon County Purchasing, 100 River Road, Ste 110, Loudon Tn, 37774, Att: Joan Lovelace. RFQ shall be returned properly marked and sealed. RFQ will not be accepted via fax machine or email.

Returned RFQs are to be marked under the mailing address with "DO NOT OPEN RFQ INSIDE".

Please supply (10) copies of Proposal.

Evaluation Criteria:

The following criteria will be used in the evaluation of qualifications for award of this contract. Depending on the number of responses, a short list of proposers may be established for consideration for interviews and/or potential negotiations. Proposers are required to address each evaluation criteria and to be specific in presenting their qualifications.

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| 1. | General Qualification of the Architect | 15 Pts |
| 2. | Specific project experience with particular reference to jail facilities | 30 Pts |
| 3. | Personnel Qualifications: Who will be involved in the project and the percent of their involvement? | 10 Pts |
| 4. | Management and organizational approach | 20 Pts |
| 5. | References | 10 Pts |
| 6. | Design Approach | 10 Pts |
| 7. | Presentation | 5 Pts |

Proposal Format Requirements:

Each response to the RFQ shall include the information described in this section. Provide the information in the specified order. Failure to include all of the elements specified may be cause for rejection. Additional information may be provided, but should be relevant to the goals of the RFQ. All copies of the proposal should be bound or contained in loose leaf binders. Use section dividers, tabbed in accordance with this Section as specified below.

Cover Letter – Include the following information:

1. Title of this RFQ
2. Name and mailing address of firm
3. Contact person, email address, telephone and fax numbers

Signature Requirements:

The cover letter must be signed by an officer empowered by the firm to sign such material and thereby commit the firm to the obligations contained in the RFQ response. Further, the signing and submission of a response shall indicate the intention of the proposer to adhere to the provisions described in this RFQ and a commitment to enter into a binding contract.

Tab 1. General Qualifications of the Architect

Describe the firm and provide a statement of the firm's qualifications for performing requested services. Identify that the principal is licensed to practice architecture in Tennessee. Identify the services which would be completed by your firm's staff and those that would be provided by any sub-consultants, if applicable. Identify any sub-consultants you propose to utilize to supplement your firm's staff. Include the firm's organization chart.

Tab 2. Specific project experiences particular to Jail Facilities

Describe your firm's experience in working with jail and courtroom projects. In your description, list the project name, location, type of facility, cost and construction status. Also describe your interactions with State agencies/departments in relation to this type project. Explain experience and understanding of Tennessee minimum for local correctional facilities (January 2015 Revision). Describe your Leed certification. Give examples of creative energy efficiencies used in correctional facilities projects. List projects completed in Tennessee and surrounding states.

Tab 3. Personnel Qualifications: Who will be involved in the project and the percent of their involvement?

Provide a brief summary of the qualifications and experience of each team member assigned to this project, including length of service with the firm and resume, and the qualification/experience of any sub-consultant staff on your project team. Also include an organization chart of the staff available for this project and the designated project manager/lead for each applicable category. Provide what city the lead person is located at.

Tab 4. Management and organizational approach.

Show ability to manage several projects simultaneously. Include present and anticipated workload. Provide a schedule showing Loudon County Jail Project in your firms schedule, show each phase of design and anticipated completion date. Show demonstrated systematic approach to quality assurance and interdisciplinary coordination methodologies throughout the various phases of design and construction administration as well as demonstrated ability to meet time frames on a consistent basis. Show how you would keep the County informed on the status of the project from start to finish. How does your firm work with County on transition planning of the new facility?

Tab 5. References

A minimum of five detention facility references describing previous work (include project data sheets) timeliness and ability to meet budget and schedule. Also include how many change orders on each project and was consultants or project managers involved. List client name, point of contact address and telephone number.

Tab 6. Design Approach

Provide a detailed discussion of your firm's approach to the successful implementation of this project. Include thorough discussions of methodologies you believe are essential to accomplish all of the required tasks within the desired timeline.

Litigation Proceedings:

1. The prospective Architect shall identify by name, docket number, and Court, all litigation to which the prospective Architect and/or Architect's firm has been a party from January 2005 to present. Failure to disclose may disqualify your firm from the approval process.
2. The prospective Architect and/or the prospective Architect's firm shall specify whether the professional license of said prospective Architect and/or Architect's firm has been subject to any suspension or revocation proceeding by any administrative tribunal from January 2000 to present.

Terms and Conditions

1. Loudon County reserves the right to award or reject any proposal in the best interest of the county, and Loudon County reserves the right to not award this bid to any proposer.
2. Loudon County reserves the right to award the contract to the next most qualified firm if the successful firm does not begin the contracted services within the prescribed thirty (30) day time period, payment fee is not agreed upon or firm declines the award of the contract.
3. The successful firm shall not discriminate against any person in accordance with federal, state and local laws.
4. Loudon County issues a no contact policy after the RFQ is issued.