

# Hamblen County Emergency Communications District

*“First Point of Contact”*



## Request for Qualifications (RFQ) for Architectural Services for Hamblen County 9-1-1 Renovation

Issued By:	Hamblen County Emergency Communications District 530 North Jackson Street Morristown, Tennessee 37814
Proposal No:	HCECD-001-2024
Issue Date:	6 May 2024
RFQ Question Deadline	17 May 2024 at 1400 ET
RFQ Answer Deadline	22 May 2024 at 1600 ET
<b>RFQ Submission Deadline:</b>	<b>31 May 2024 at 1400 ET</b>
Forward to Committee:	4 June 2024
Committee Scores Due:	18 June 2024 at 1400 ET
Presentations Scheduled:	July 2024
ECD Board Action:	23 August 2024

### **Name and Location of Project(s):**

Hamblen County Emergency Communications District  
331 West Main Street  
Morristown, Tennessee 37814

### **District Contacts**

S. Eric Carpenter, ENP, CMCP  
Executive Director  
ecarpenter@hamblen911.org  
423.585.2700

Jacob M. Peoples  
Deputy Director of Technology  
jpeoples@hamblen911.org  
423.312.3902

**HAMBLEN COUNTY EMERGENCY COMMUNICATIONS DISTRICT**  
**Request for Qualifications – Architectural Services for Hamblen County 9-1-1 Renovation (HCECD-001-2024)**

**REQUEST FOR QUALIFICATIONS**

**Hamblen County Emergency Communications District**  
530 North Jackson Street  
Morristown, Tennessee 37814

**RFQ TIMELINE:** Times listed below are in local time.

Date Issued:	Monday, May 6, 2024
RFQ Title:	Architectural Services for Hamblen County 9-1-1 Renovation (HCECD-001-2024)
RFQ Question Deadline:	Friday, May 17, 2024 @ 2:00p.m. <i>All correspondence and communication must be via email to the designated Hamblen County ECD project administrator listed on page 4. Questions submitted by telephone call will <u>not</u> be answered. Questions submitted after this deadline will <u>not</u> be answered.</i>
RFQ Answer Deadline:	Wednesday, May 22, 2024 @ 4:00p.m.
RFQ Submission Deadline Date & Time:	Friday, May 31, 2024 @ 2:00p.m. <i>If the Hamblen County ECD is closed for business at the time scheduled for proposal opening, for whatever reason, proposals will be accepted and opened on the next business day of the ECD, at the originally scheduled hour.</i>
RFQ Submission Opening Location:	Hamblen County Courthouse, West Wing Conference Room, 1 <sup>st</sup> Floor, Administrative Building

**INTRODUCTION:**

Hamblen County Emergency Communications District (hereafter referred to as “District”) is requesting qualifications from licensed architectural and/or engineering firms with experience and expertise to provide specified professional services as listed in this document.

This document is a Request for Qualifications. It differs from a Request for Bid or Proposal in that the District is seeking the most qualified respondent. Submissions will be evaluated in accordance with the requirements stated in this solicitation and any addenda issued. The District, upon review of the received submissions, *may* request and schedule respondents to make a presentation so as to obtain additional information and/or clarification of their submission. Once the review process is finished, the company with the highest score will be determined to be the most qualified and contract negotiations will begin at that point. In the event that a contract cannot be negotiated with the top ranked respondent, the District reserves the right to negotiate with the next qualified respondent and so forth until a contract can be secured.

**TABLE OF CONTENTS:**

- I. Project Overview
- II. Scope of Services – Project - Hamblen County 9-1-1
- III. General Information
- IV. Submission Requirements
- V. Award Criteria Explanation and Points
- VI. Statement of Qualifications
- VII. Forms:
  - a. Exceptions Form
  - b. Anti-Collusion Statement
  - c. Certificate of Compliance Iran Divestment Act
- VIII. RFQ Submission Checklist



**HAMBLLEN COUNTY EMERGENCY COMMUNICATIONS DISTRICT**  
**Request for Qualifications – Architectural Services for Hamblen County 9-1-1 Renovation (HCECD-001-2024)**

**I. PROJECT OVERVIEW:**

The District will be renovating an existing building and repurposing both the upper and lower levels for use as a consolidated emergency communications center / public safety answering point for Hamblen County 9-1-1. This will include operations, administrative, and technology divisions.

The building was constructed in 1996.

**II. SCOPE OF SERVICES – Project - Hamblen County 9-1-1:**

The scope of services for the District will be completed in two (2) phases.

**Phase One – Functional and Space Program Development**

- The planning/design firm will use data collected from the existing building and input from District leaders to begin pre-architectural program development, functional, and space programming. This should produce a document that summarizes the functions that will take place in the building, where the functions will take place, the amount of space needed for operations, and an estimated budget to build and equip the space estimated to meet the District's need for the next 25-30 years.

**Phase Two – Design, Bid and Construction Oversight**

- Once Phase One is completed, Phase Two of the project will involve the planning/design firm to prepare schematic design documents for the District to approve followed by construction drawings from which the project will be bid. The planning/design firm will coordinate the bidding of the project and assist the District in overseeing the construction of the facility.

**III. GENERAL INFORMATION:**

**Project Administrator:**

The District's Administrative Division is the sole point-of-contact for this procurement. All communication between prospective proposers and the District upon receipt of this RFQ shall be in email form to the Administrative Division as follows:

**HAMBLLEN COUNTY EMERGENCY COMMUNICATIONS DISTRICT**  
**Request for Qualifications – Architectural Services for Hamblen County 9-1-1 Renovation (HCECD-001-2024)**

S. Eric Carpenter, ENP  
530 North Jackson Street  
Morristown, TN 37814  
Telephone: 423-585-2700  
Email: [ecarpenter@hamblen911.org](mailto:ecarpenter@hamblen911.org)

Any other communication will be considered unofficial and non-binding on the District. Communication directed to parties other than the District may result in disqualification of the prospective proposer.

**RFQ Questions and Answers:**

Questions regarding this RFQ will be accepted via email to the Project Administrator until 2:00p.m. Friday, May 17, 2024. Questions submitted by telephone call will not be answered. Questions submitted after this deadline will not be answered.

Questions *and* Answers will be produced in writing and submitted to all prospective respondents known to the District and will be listed on the Hamblen County ECD website, [www.hamblen911.org](http://www.hamblen911.org), no later than 4:00p.m. Wednesday, May 22, 2024.

**Proprietary Information and Public Disclosure:**

Materials submitted in response to this competitive procurement shall become the property of Hamblen County Emergency Communications. All submissions shall remain sealed until the deadline for submissions has expired. Once qualifications are submitted to Hamblen County Emergency Communications and opened, it constitutes a public record and is subject to the open records request pursuant to the Tennessee Open Records Act.

**Cost of Proposal Submission:**

The District will not be liable for any costs incurred by any respondent in preparation of a response to this RFQ, in conducting of a presentation, or any other activities related to responding to this RFQ.

**HAMBLEN COUNTY EMERGENCY COMMUNICATIONS DISTRICT**  
**Request for Qualifications – Architectural Services for Hamblen County 9-1-1 Renovation (HCECD-001-2024)**

**Revisions to the RFQ:**

In the event it becomes necessary to revise any part of this RFQ, addenda will be produced in writing and submitted to all prospective respondents known to the District and will be listed on the Hamblen County ECD website, [www.hamblen911.org](http://www.hamblen911.org). All addenda issued are required to be signed and submitted with the proposal. Failure to submit signed addenda will result in the proposal being deemed nonresponsive and may be disqualified from review.

The District reserves the right to cancel or to reissue this RFQ in whole or in part prior to the execution of a contract.

**Period of Performance:**

The period of performance of any contract resulting from this RFQ is tentatively scheduled to begin once the firm selection has been approved by the Board of Directors of the Hamblen County Emergency Communications District and will remain effective until both projects are complete.

**Contract Terms:**

All contracts between parties as a result of this RFQ shall be governed by and enforced in accordance with the laws of the State of Tennessee. In the event a dispute arises, the venue shall be in Hamblen County, Tennessee. The District shall require the person with authority to bind the company to sign all agreement(s) with the District.

**Contract Termination:**

The District reserves the right to cancel the contract at any time for breach of contractual obligations without penalty or recourse by giving the successful firm a written notice of such termination of at least thirty (30) calendar days prior to said cancellation. Prior to issuing such a notice, the District will, if appropriate, provide the successful firm with an opportunity to cure the breach within a reasonable period of time. Should the District exercise its right to terminate the contract for such reasons, the termination shall become effective on the date as specified in the notice of termination sent to the successful firm. The successful firm shall be entitled to receive just and equitable compensation for the work provided pursuant to the contract prior to the effective date of cancellation.

**No Obligation:**

The District reserves the right to accept or reject any or all submissions at its sole discretion without penalty and to not issue a contract as a result of this RFQ. The District also has the right to waive any formal defects in submissions when deemed in the best interest of the District. Further, the District reserves the right to negotiate with any respondent concerning matters which the District determines require clarification or changes not in conformity with the specific requirements set forth herein.



**HAMBLEN COUNTY EMERGENCY COMMUNICATIONS DISTRICT**  
**Request for Qualifications – Architectural Services for Hamblen County 9-1-1 Renovation (HCECD-001-2024)**

**Right To Withdraw:**

Respondents have the right to request withdrawal of their submissions from consideration due to error by giving notice at any time before and not later than two (2) days after submissions are publicly opened.

**Commitment of Funds:**

The Board of Directors of the Hamblen County Emergency Communications District are the only individuals who may legally commit the District to the expenditures of funds for a contract resulting from this RFQ. No cost chargeable to the proposed contract may be incurred before receipt of a fully executed contract. Obligations on contracts that envision extended funding through successive fiscal periods shall be contingent upon actual appropriations for the following years.

**IV. SUBMISSION REQUIREMENTS:**

Respondents are required to submit one (1) complete packet either electronically or in a sealed envelope based on the instructions below. Qualifications, whether mailed, hand-delivered, or electronically submitted must arrive no later than 2:00p.m. local time on Friday, May 31, 2024. **The forms in this packet must be completed;** and if additional pages are needed, the section number should be listed at the top of the page(s). You may include an appendix at the end of your submission of no more than twenty (20) additional pages of information you wish to add for the District's review. This would be information not requested in the Statement of Qualifications.

**Instructions for Submitting Qualifications Electronically:**

Electronic submissions should be sent to [ecarpenter@hamblen911.org](mailto:ecarpenter@hamblen911.org). The message line must state: **ARCHITECTURAL SERVICES FOR HAMBLEN COUNTY 9-1-1 RENOVATION RFQ# HCECD-001-2024, MAY 31, 2024 @ 2:00P.M.** Please note: Qualifications should be submitted no earlier than May 22, 2024.

**Instructions for Submitting Hard Copies of Qualifications:**

Envelopes **must** arrive **sealed** and clearly **marked** with **ARCHITECTURAL SERVICES FOR HAMBLEN COUNTY 9-1-1 RENOVATION RFQ# HCECD-001-2024, MAY 31, 2024 @ 2:00P.M.** on the outside of the envelope to Hamblen County Emergency Communications District, 530 North Jackson Street, Morristown, TN 37814, Attention: S. Eric Carpenter.

Respondents assume the risk for the method of delivery chosen. The District assumes no responsibility for delays caused by any delivery service whether in-person or electronically. Late proposals will not be accepted.

**HAMBLEN COUNTY EMERGENCY COMMUNICATIONS DISTRICT**  
**Request for Qualifications – Architectural Services for Hamblen County 9-1-1 Renovation (HCECD-001-2024)**

**Proposal Content:**

All items listed below must be included in your submission. Failure to submit any of these documents will result in your submission being considered nonresponsive and therefore, may be disqualified from review.

1. Complete Original Signed & Initialed RFQ Packet & Any Addenda Issued
2. Statement of Qualifications (attached)
3. Exceptions Form (attached)
4. Anti-Collusion Statement (attached)
5. Certificate of Compliance with Iran Divestment Act (attached)

**Statement of Qualifications:**

The respondent must complete the Statement of Qualifications on pages 9-16 of this RFQ. If additional pages are needed to complete a section, the section number **must** be listed on the page header.

**Exceptions Form:**

If a bidder **has** exceptions to the scope of services listed in this document, they must be listed on the exceptions form on page 17 of this document.

**Anti-Collusion Statement:**

The respondent certifies by signing the anti-collusion statement on page 18 of this RFQ that this submission is made without prior understanding, agreement, or accord with any other person submitting qualifications for the same service and that this submission is in all respects bona fide, fair and not the result of any act of fraud or collusion with another person engaged in the same line of business or commerce.

**Iran Divestment Act:**

The respondent must certify on page 19 of this RFQ that neither they nor any of their successors, parent companies, subsidiaries, or companies under common ownership or control certifies, under penalty of perjury, that to the best of their knowledge and belief that they are not on the list created pursuant to Tennessee Code Annotated § 12-12-106.

**Signatures:**

The Statement of Qualifications, Exceptions Form, Anti-Collusion Statement, Certification of Compliance with the Iran Divestment Act, and all RFQ Amendments must be signed and dated by a person authorized to legally bind the respondent to a contractual relationship.



**HAMBLLEN COUNTY EMERGENCY COMMUNICATIONS DISTRICT**  
**Request for Qualifications – Architectural Services for Hamblen County 9-1-1 Renovation (HCECD-001-2024)**

**Presentations/Interviews:**

After qualification submissions have been opened, the District will schedule a presentation/interview for the top three (3) highest scores so as to obtain additional information and/or clarification of their submission.

**V. AWARD CRITERIA EXPLANATION AND POINTS:**

Evaluations will be based on the information submitted on the Statement of Qualifications (pages 9-16). An explanation of the information being requested is listed in each section along with the corresponding maximum number of points that can be awarded. Proposals will be accepted until 2:00p.m., Friday, May 31, 2024. The proposals will then be given to an Evaluation Committee. The Evaluation Committee will evaluate and score the responses and schedule a presentation with the top three (3) highest scores. After the presentations are complete, the Evaluation Committee will make a recommendation to the Board of Directors of the Hamblen County Emergency Communications District for consideration of the contract award.

<b>Evaluation Criteria Overview</b>	
<b>Criteria</b>	<b>Maximum Number of Points Available</b>
Statement of Qualifications <ul style="list-style-type: none"><li>• Senior Architect Experience</li><li>• Experience with similar projects, particularly PSAPs or dispatch centers.</li><li>• The Project's Team qualifications (including subcontractors) qualifications and experience relating to this RFQ</li></ul>	30
Consulting/Business Methodology <ul style="list-style-type: none"><li>• Describe how other projects have been organized in the areas of functional and space program development, design, project bidding and construction oversight.</li><li>• Describe how communication and coordination with District staff will be maintained.</li></ul>	30
List of Completed Projects <ul style="list-style-type: none"><li>• A summary of the firm's relevant experience during the past five (5) years for projects in terms of facility type, size, and cost</li><li>• Projects finished within specified time frame and budget. If not completed within specified time frame and budget, reasons why should be listed.</li></ul>	40
<b>TOTAL Points Available:</b>	<b>100</b>

**HAMBLLEN COUNTY EMERGENCY COMMUNICATIONS DISTRICT**  
**Request for Qualifications – Architectural Services for Hamblen County 9-1-1 Renovation (HCECD-001-2024)**

**VI. STATEMENT OF QUALIFICATIONS:**

If additional pages are needed to submit information, the page header should be marked with the corresponding Section number [i.e. Section A – Company Introduction].

<b>Section A – Company Introduction (Not Scored):</b>	
Company Legal Name:	
Project Team Leader:	
Email of Project Team Leader:	
Street Address:	
Telephone Number:	
Does your firm hold or agree to acquire all necessary licenses to conduct business in the State of Tennessee?	
Has the Principal or Project Architect ever had his/her license suspended to practice architecture in the State of Tennessee?	
Is your firm willing to provide a Certificate of Insurance with Hamblen County ECD named as additional insured?	
Present Workload – How quickly could your firm begin working on the projects listed in this RFQ?	
Authorized Signature (blue ink):	
Date of Signature:	

**Section B – Qualifications of the Firm and/or Team for these Projects (30 Total Maximum Points):**

*NOTE: If additional pages are needed, Section B must be listed on each additional page.*

**Brief** history of the firm including current staff size and years in business. Submit the organizational chart of the team assigned to our projects. Submit resumes of key individuals who will be assigned to our projects.

Describe your understanding/familiarity with Tennessee state standards and nationally recognized best practices for the design and operation of public safety answering points (PSAPs) and/or dispatch centers.



**HAMBLLEN COUNTY EMERGENCY COMMUNICATIONS DISTRICT**  
**Request for Qualifications – Architectural Services for Hamblen County 9-1-1 Renovation (HCECD-001-2024)**

**Section C – Experience with Similar Projects (40 Total Maximum Points):**

List at least 5 clients you have completed similar projects for during the last 5 years.

*NOTE: If additional pages are needed, Section C must be listed on each additional page.*

**Client #1**

Business Name:

Contact Name:

Email Address:

Phone Number:

**Project Information:**

Name and location of Project:

Square Footage:

Initial Budget:

Actual Total Cost:

Cost Estimate Compared to Bid Amount:

Scheduled Completion Date Compared to Actual Completion Date. If project was not completed on time or over budget, explain why:

**HAMBLLEN COUNTY EMERGENCY COMMUNICATIONS DISTRICT**  
**Request for Qualifications – Architectural Services for Hamblen County 9-1-1 Renovation (HCECD-001-2024)**

**Client #2**

Business Name:

Contact Name:

Email Address:

Phone Number:

**Project Information:**

Name and location of Project:

Square Footage:

Initial Budget:

Actual Total Cost:

Cost Estimate Compared to Bid Amount:

Scheduled Completion Date Compared to Actual Completion Date. If project was not completed on time or over budget, explain why:

**HAMBLLEN COUNTY EMERGENCY COMMUNICATIONS DISTRICT**  
**Request for Qualifications – Architectural Services for Hamblen County 9-1-1 Renovation (HCECD-001-2024)**

<b><u>Client #3</u></b>
Business Name:
Contact Name:
Email Address:
Phone Number:
<b><u>Project Information:</u></b>
Name and location of Project:
Square Footage:
Initial Budget:
Actual Total Cost:
Cost Estimate Compared to Bid Amount:
Scheduled Completion Date Compared to Actual Completion Date. If project was not completed on time or over budget, explain why:



**HAMBLLEN COUNTY EMERGENCY COMMUNICATIONS DISTRICT**  
**Request for Qualifications – Architectural Services for Hamblen County 9-1-1 Renovation (HCECD-001-2024)**

<b><u>Client #4</u></b>
Business Name:
Contact Name:
Email Address:
Phone Number:
<b><u>Project Information:</u></b>
Name and Location of Project:
Square Footage:
Initial Budget:
Actual Total Cost:
Cost Estimate Compared to Bid Amount:
Scheduled Completion Date Compared to Actual Completion Date. If project was not completed on time or over budget, explain why:

**HAMBLLEN COUNTY EMERGENCY COMMUNICATIONS DISTRICT**  
**Request for Qualifications – Architectural Services for Hamblen County 9-1-1 Renovation (HCECD-001-2024)**

<b><u>Client #5</u></b>
Business Name:
Contact Name:
Email Address:
Phone Number:
<b><u>Project Information:</u></b>
Name and location of Project:
Square Footage:
Initial Budget:
Actual Total Cost:
Cost Estimate Compared to Bid Amount:
Scheduled Completion Date Compared to Actual Completion Date. If project was not completed on time or over budget, explain why:

**Section D – Consulting/Business Methodology (30 Total Maximum Points):**

*NOTE: If additional pages are needed, Section D must be listed on each additional page.*

Describe how other projects have been organized in the areas of functional and space program development, design, project bidding and construction oversight. Also, how will communication and coordination with District staff be maintained.



**HAMBLLEN COUNTY EMERGENCY COMMUNICATIONS DISTRICT**  
**Request for Qualifications – Architectural Services for Hamblen County 9-1-1 Renovation (HCECD-001-2024)**

**VII. FORMS:**

**a) EXCEPTIONS FORM**

Proposers shall note in the space provided below any exceptions or deviations in any way from of any section of this RFQ. Submissions should provide complete detail of exceptions or deviations.

**Proposal Exceptions**

<u>Item</u>	<u>Description of Exception</u>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

By signing below, proposer acknowledges any submittal to be in full compliance with all aspects of each section of this RFQ not noted above. The undersigned hereby declares that no person or party other than the undersigned has any interest whatsoever in this proposal, that it is without any connection or collusion with any person or persons making or having made any proposal for the same work and without any previous understanding with such person or persons as to relative prices, obviating competition, and that it is made in good faith.

\_\_\_\_\_  
Company

\_\_\_\_\_  
Representative Name/Title

\_\_\_\_\_  
Signature (blue ink)

**HAMBLLEN COUNTY EMERGENCY COMMUNICATIONS DISTRICT**  
**Request for Qualifications – Architectural Services for Hamblen County 9-1-1 Renovation (HCECD-001-2024)**

**b) ANTI-COLLUSION STATEMENT**

By signing this form, the respondent agrees that he/she has not divulged to, discussed, or compared his/her submission with other respondents and has not colluded with any other respondent whatsoever. Note: no premiums, rebates, or gratuities to any employee or agent are permitted with, prior to, or after any delivery of service. Any such violation will result in any contract related to this RFQ being null and void and could constitute a felony and result in a fine, imprisonment, and civil damages.

The undersigned certifies that he/she has read, understands, and agrees to all terms, conditions, and requirements of this RFQ, and is authorized to enter into a contract with Hamblen County Emergency Communications. This form must be signed personally by the respondent or the respondent's authorized agent. All signatures must be original and not photocopies.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

By signing this form, the respondent signifies understanding and agreement with Hamblen County Emergency Communication's Terms and Conditions.

**c) CERTIFICATION OF COMPLIANCE WITH IRAN DIVESTMENT ACT**  
**Tenn. Code Ann. § 12-12-101 et seq.**

Comes \_\_\_\_\_, for and on behalf of  
(Printed name of Principal Officer of Company)

\_\_\_\_\_, (the “Company”) and, after being duly authorized by the  
Company so to do, makes oath that:

By submission of these qualifications, each respondent certifies, and in the case of a joint submission each party certifies, under penalty of perjury, that to the best of their knowledge and belief that each respondent is not on the list created pursuant to the Iran Divestment Act, Tenn. Code Ann. § 12-12-106.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



**HAMBLLEN COUNTY EMERGENCY COMMUNICATIONS DISTRICT**  
**Request for Qualifications – Architectural Services for Hamblen County 9-1-1 Renovation (HCECD-001-2024)**

**VIII. RFQ SUBMISSION CHECKLIST:**

- ☐ Submission is labeled on the outside of the envelope or in the subject line, if electronically submitted, ‘Architectural Services for Hamblen County 9-1-1 Renovation RFQ# HCECD-001-2024, May 31, 2024 @ 2:00p.m. as instructed on page 6 Section IV of this document
- ☐ Complete ORIGINAL signed and initialed RFQ packet and any addenda issued
- ☐ Statement of Qualifications (pages 9-16, Section VI of this document)
- ☐ Exceptions Form (page 17, Section VII.a. of this document)
- ☐ Anti-Collusion Statement Signed (page 18 Section VII.b. of this document)
- ☐ Certification of Compliance with Iran Divestment Act completed and signed (page 19 Section VII.c. of this document)
- ☐ Organizational Chart and Resumes as listed on page 10