

HAMBLEN COUNTY GOVERNMENT
Request for Qualifications – Architectural/Engineering Services for Historic Courthouse Portico
Rehabilitation Project (Q2025-01)

REQUEST FOR QUALIFICATIONS

Office of the Hamblen County Mayor
 511 West Second North Street
 Morristown, TN 37814

RFQ TIMELINE: Times listed below are in Eastern Standard Time.

Date Issued:	Tuesday, February 4, 2025
RFQ Title:	Architectural/Engineering Services for Historic Courthouse Portico Rehabilitation Project (Q2025-01)
RFQ Question Deadline:	Tuesday, February 18, 2025 @ 4:00 p.m. <i>All correspondence and communication must be via email to the designated Hamblen County point of contact listed below. 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:	Thursday, February 20, 2025 @ 5:00p.m.
Qualifications Submissions Deadline Date & Time:	Tuesday, March 4, 2025 @ 2:00p.m. <i>If the Hamblen County Courthouse 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 County, at the originally scheduled hour.</i>
Submissions Opening Location:	Hamblen County Courthouse, West Wing Conference Room, 1 st Floor, Administrative Building

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INTRODUCTION/PROJECT OVERVIEW

Hamblen County (hereafter referred to as “County”) is soliciting qualifications from licensed Architect/Engineering Firms with experience and expertise to provide specified professional services listed in this document.

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

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I. PROJECT OVERVIEW

The two-balcony portico on the southside of the historic section of the county courthouse needs to be repaired. Its condition has deteriorated over the years from the exposure to weather and other conditions. This section of the courthouse, originally built in 1874, is listed on the National Historic Registry.

The County has received a state Historical Development Grant to help offset the cost of the rehabilitation project. Terms of the grant require that the design, engineering and construction of the project meet the U.S. Secretary of the Interior’s Standards for Rehabilitation, and the purpose of the conditions placed on the project (listed in Exhibit A) are to maintain the historical integrity of the building. The County has three years or until January 2028 to complete the project to meet the grant requirements.

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The County’s A/E selection process will rely on evaluations of the submitted qualifications and any subsequent supplemental evaluation processes, such as requests for additional information or interviews, as may be undertaken by the County at its sole discretion.

II. SCOPE OF SERVICES

The design firm/engineers must prepare a plan to repair/rehabilitate the courthouse portico and its two balconies that maintains the historic integrity of the building. The plans/drawings, including the specified building materials, must meet the federal standards for rehabilitation projects and must be approved by the Tennessee Historic Preservation Office and the Tennessee Historical Commission. There will need to be continuous, open communication among the architect/engineering firm, the county and state historic preservation officials.

Once the plans/drawings are approved by state officials, the architect/engineering firm is expected to oversee the competitive bidding process for the contractor, the evaluation of the bids received and the construction. The architect/engineering firm will be responsible for documenting (including written notes supported by video or photographs) the project and to work with county and state historical officials to ensure that it meets the conditions set out in the project. The architect/engineering firm will also play an important role to ensure that the rehabilitation project is approved by state historic preservation officials through the Request for Certification of Completed Work Process.

III. GENERAL INFORMATION:

Project Administrator:

The County Finance Department is the sole point of contact for this procurement. All communication between prospective proposers and the County upon receipt of this RFQ shall be in email form to the County Finance Department as follows:

Mrs. Barbara Horton, Grants Administrator/Special Projects Coordinator
511 West Second North Street
Morristown, TN 37814
Telephone: 423-586-1931
Email: Barbara.Horton@co.hamblen.tn.us

Any other communication will be considered unofficial and non-binding on the County. Communication directed to parties other than the County Finance Department 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 Tuesday February 18, 2025 @ 4:00 pm. Questions submitted by telephone call will not be answered. Questions submitted after this deadline will not be answered.

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Questions *and* Answers will be posted to the Hamblen County Government website, www.hamblencountytn.gov, under the Bids & Proposals Tab no later than 5:00 p.m., Tuesday, February 20, 2025.

Proprietary Information and Public Disclosure:

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

Cost of Qualifications Submission:

The County 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.

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 County and will be listed on the Hamblen County website, www.hamblencountytn.gov, under the Bids and Proposals Tab.

The County reserves the right to cancel or to reissue the 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 upon award of a contract.

Subcontract Terms:

The successful respondent will not subcontract any portion of their duties under this RFQ or subsequent contract without the prior written consent of the County.

Contract Terms:

All items in this RFQ must be included with the submission of qualifications. 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 County shall require the person with authority to bind the company to sign all agreement(s) with the County.

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Contract Termination:

The County reserves the right to cancel the contract at any time for breach of contractual obligations without penalty or recourse by giving the Architect/Engineering 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 County will, if appropriate, provide the Architect/Engineering firm with an opportunity to cure the breach within a reasonable period of time. Should the County 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. The Architect/Engineering 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 County 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 County also has the right to waive any formal defects in submissions when deemed in the best interest of the County. Further, the County reserves the right to negotiate with any respondent concerning matters which the County determines require clarification or changes not in conformity with the specific requirements set forth herein.

Right To Withdraw:

Respondents have the right to request withdrawal of their qualification 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 Hamblen County Legislative Body is the only body which may legally commit the County to the expenditure 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.

Invoice Requirements:

The Architect/Engineering firm will submit its invoices to the County Finance Department based on the timeline outlined in the contract. Its invoices will include a detailed account of the following:

1. Description of the work performed;
2. The date(s) the work was performed; and
3. If applicable, an itemized list, including receipts, of all reimbursable expenses as outlined in the contract.

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IV. SUBMISSION REQUIREMENTS:

Respondents are required to submit one (1) complete packet of their qualifications either electronically or in a sealed envelope based on the instructions below. Qualification packets, whether mailed, hand-delivered, or electronically submitted must arrive no later than 2:00p.m. Eastern Standard Time on Tuesday, March 4, 2025.

Instructions for Submitting Qualification Packets Electronically:

PLEASE READ THOROUGHLY: Electronic submissions should **NOT** be sent directly to anyone at the Mayor’s Office, but addressed to Barbara.horton@co.hamblen.tn.us, **VIA ‘WE TRANSFER.COM’** an internet-based computer file transfer service. The message line of the WeTransfer page should state: **ARCHITECT/ENGINEERING SERVICES FOR HISTORIC COURTHOUSE PORTICO REHABILITATION PROJECT RFQ, MARCH 4, 2025 @ 2:00P.M.**

Instructions for Submitting Hard Copies of Qualification Packets:

Envelopes **must** arrive **sealed** and clearly **marked** with **ARCHITECT/ENGINEERING SERVICES FOR HISTORIC COURTHOUSE PORTICO REHABILITATION PROJECT RFQ, MARCH 4, 2025 @ 2:00P.M.** on the outside of the envelope to the Hamblen County Mayor’s Office, 511 West Second North Street, Morristown, TN 37814, Attention: Barbara Horton.

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

Proposal Content:

All items listed below must be included in your submission.

1. Complete original RFQ packet (with any addenda issued) signed and initialed
2. Statement of Qualifications Form (attached)
3. Exceptions Form (attached)
4. Anti-Collusion Statement (attached)
5. Certification of Compliance with Iran Divestment Act (attached)
6. Certification of Compliance with Non-Boycott of Israel form (attached)

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Statement of Qualifications Form

The respondent must complete the statement of qualifications on pages 11-15 of this document. This includes contact information, education, experience, three (3) references and answering the questions listed. If the respondent would like to list more than three (3) references for previous projects, those can be listed on a separate sheet and submitted with this document.

Insurance Requirements:

a. Certificates of Insurance

Upon award of this project, the Architect/Engineering Firm **must** provide to Hamblen County Government certificates of the insurance requirements listed below before management duties commence. Policies shall be endorsed to provide Hamblen County Government at least thirty (30) days written notice of reduction, cancellation or intent not to renew coverages as listed. If insurance is canceled, reduced, non-renewed or otherwise is not in effect to the minimum required coverage, the Architect/Engineer Firm **must** cease work on this project.

b. Liability Coverages

1. The Architect/Engineering Firm shall furnish at its own expense and keep in full force during the terms of this contract the following coverages which shall list Hamblen County Government as an additional insured:
 - General liability insurance covering bodily injury and property damage in the minimum sum of \$1,000,000 for each occurrence, \$2,000,000 aggregate and products/completed operations in the minimum sum of \$1,000,000 for each occurrence, \$2,000,000 aggregate.
 - Professional liability insurance in the minimum sum of \$2,000,000 limit per occurrence.
 - Automobile liability insurance in the minimum of \$1,000,000 combined single limit for bodily injury and property damage.
 - Umbrella liability insurance in the minimum sum of \$3,000,000 for each occurrence.

c. Worker's Compensation Compliance

The Architect/Engineering firm shall also comply with all requirements of the Workers' Compensation Law and shall at its own expense maintain such insurance, including waiver of subrogation in favor of Hamblen County and employer's liability, as will protect the

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Architect/Engineering firm from claims under said law and from any other claims for personal injuries, including death which may arise from the operations under the contract, whether operations be by anyone directly or indirectly employed by the Architect/Engineering firm.

Anti-Collusion Statement:

The respondent certifies by signing the anti-collusion statement on page 17 of this RFQ that this proposal 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 18 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.

Non-Boycott of Israel Act:

The respondent must certify on page 19 of this RFQ that neither he/she nor any of his/her successors, parent companies, subsidiaries or companies under common ownership or control certifies, under the penalty of perjury, that to the best of its knowledge and belief that it is compliance with Tenn. Code Ann 12-4-119, the Non-Boycott of Israel Act.

Exceptions Form:

The exceptions form listed on page 16 of this document give options of “NO EXCEPTIONS TAKEN” or “BIDDER TAKES EXCEPTIONS”. One of these should be selected and submitted with the sealed bid.

If a bidder has exceptions to the scope of services listed in this document, they must be listed on the exceptions form on page 16 of this document.

If the bidder has no exceptions to the scope of services listed in this document, they should indicate so by selecting, “NO EXCEPTIONS ARE TAKEN” on the exceptions form on page 16 of this document.

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Signatures:

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

Presentation/Interviews:

The County, upon review of the qualification submissions received, may request and schedule respondents to make a presentation to obtain additional information and/or clarification of the submission.

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V. AWARD CRITERIA EXPLANATION AND POINTS:

Evaluations will be based on the information submitted in the Statement of Qualifications (Pages 11-15). 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 Tuesday, March 4, 2025 @ 2:00 p.m. The submittals will be given to the Evaluation Committee. The Committee will evaluate and score the responses and may schedule time for presentations by some of the proposers. The Committee will make a recommendation to the Hamblen County Legislative Body for consideration of a contract award.

Evaluation Criteria:

Evaluation Criteria Overview	Maximum Points to be Earned
Statement of Qualifications <ul style="list-style-type: none"> • Senior Architect/Engineer Experience • Experience with similar projects 	40
Consulting/Business Methodology <ul style="list-style-type: none"> • Describe how your firm has approached the use of materials that meet similar project requirements • Describe how communication and coordination with County staff and state historical officials will be maintained 	30
List of Completed Projects: <ul style="list-style-type: none"> • A summary of the firm’s relevant experience in terms of facility type, size and cost • Projects finished within a specified time frame and budget. If not completed within specified time frame and budget, reasons why should be listed 	30
TOTAL Points Available:	100

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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.

Section A – Company Introduction (Not Scored)	
Company Legal Name:	
Project Team Leader:	
Project Team Leader Contact Info:	
Does your firm hold all necessary licenses to conduct business in the State of TN?	
Has the Principal or Project Architect/Engineer ever had his/her professional license suspended in the State of TN?	
Is your firm willing to provide a Certificate of Insurance with Hamblen County named as an 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	

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Section B–Qualifications of the Firm and/or Team for this Project- 40 Points Maximum

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

Brief history of the firm and submit resumes of key individuals who would be working on this project with an emphasis on the structural engineer and chief designer.

Describe your understanding/familiarity with state/federal standards and best practices for the rehabilitation of properties that must meet the U.S. Secretary of the Interior’s Standards for Rehabilitation.

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Section C – Consulting/Business Methodology (30 Points Maximum)

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

Describe how your firm has managed similar projects in the areas of design/engineering, project bidding and construction oversight. How will communication and coordination with county staff and state officials be maintained?

Read the TN Historical Commission Part 2 Conditions for this Project (Exhibit A). Is your firm agreeable that the conditions can be met with a budget of \$1.5 million? Are there conditions that need to be discussed further with the TN Historic Preservation Office?

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Section D – Experience with Similar Projects (30 Points Maximum)

Completed Project #1	
Name of Project:	
Year Completed:	
Project Owner Contact Info:	
Describe Scope of Project:	

Completed Project #2	
Name of Project:	
Year Completed:	
Project Owner Contact Info:	
Describe Scope of Project:	

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Completed Project #3	
Name of Project:	
Year Completed:	
Owner Contact Info:	
Project Owner Contact Information:	
Describe the Scope of Project:	

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VII. FORMS

a) EXCEPTIONS FORM

Bidder MUST sign the appropriate statement below, as applicable.

Bidder understands and agrees to all terms, conditions, requirements and specifications stated herein.
NO EXCEPTIONS ARE TAKEN.

FIRM NAME:	
AUTHORIZED REPRESENTATIVE: (printed)	
AUTHORIZED REPRESENTATIVE: (signature)	
DATE:	

Bidder takes exception to the following terms, conditions, requirements and specifications stated herein.

FIRM NAME:	
AUTHORIZED REPRESENTATIVE: (printed)	
AUTHORIZED REPRESENTATIVE: (signature)	
DATE:	
EXCEPTIONS TO NOTE:	

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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 Government. 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 Government's Terms and Conditions.

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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

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d) CERTIFICATION OF COMPLIANCE WITH NON-BOYCOTT OF ISRAEL ACT
Tenn. Code Ann. § 12-4-119 et seq.

The Bidder certifies that it is not currently engaged in and will not for the duration of the contract engage in, a boycott of Israel as defined by Tenn. Code Ann. § 12-4-119. This provision shall not apply to contracts with a total value of less than two hundred fifty thousand dollars (\$250,000) or to contractors with less than ten (10) employees.

According to the law, a boycott of Israel means engaging in refusals to deal, terminating business activities, or other commercial actions that are intended to limit commercial relations with Israel, or companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel to do business, or persons or entities doing business in Israel, when such actions are taken:

- 1) In compliance with, or adherence to, calls for a boycott of Israel, or
- 2) In a manner that discriminates on the basis of nationality, national origin, religion, or other unreasonable basis, and is not based on a valid business reason. Tenn. Code Ann. § 12-4-119.

I certify this statement to be true and correct.

Printed Name

Signature

Company

Date

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VIII. RFQ SUBMISSION CHECKLIST

- Submission Packet is labeled on the outside of the envelope or in the subject line, if electronically delivered, ‘**ARCHITECT/ENGINEERING SERVICES FOR HISTORIC COURTHOUSE PORTICO REHABILITATION PROJECT RFQ – March 4, 2025 @ 2:00 p.m.**’ as instructed on page 6 Section IV of this document.
- Complete ORIGINAL RFQ packet with addenda signed and initialed
- Statement of Qualifications Form completed (pages 11-15, Section VI of this document)
- Exceptions Form Completed and Signed (page 16, Section VII a. of this document)
- Anti-Collusion Statement Signed (page 17, Section VII b. of this document)
- Certification of Compliance with Iran Divestment Act completed and signed (page 18, Section VII c. of this document)
- Certification of Compliance with Non-Boycott of Israel Act completed and signed (page 19, Section VII d. of this document)

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EXHIBIT A

PROJECT DESCRIPTION



HISTORIC PRESERVATION CERTIFICATION APPLICATION PART 2 – DESCRIPTION OF REHABILITATION

Instructions: This page must bear the applicant's original signature and must be dated. The National Park Service certification decision is based on the descriptions in this application form. In the event of any discrepancy between the application form and other, supplementary material submitted with it (such as architectural plans, drawings and specifications), the application form takes precedence. A copy of this form will be provided to the Internal Revenue Service.

NPS Project Number

1. Historic Property Name HAMBLEN COUNTY COURTHOUSE

Street 511 WEST SECOND NORTH STREET

City MORRISTOWN County HAMBLEN State TN Zip 37814

Name of Historic District or National Register property HAMBLEN COUNTY COURTHOUSE

Listed individually in the National Register of Historic Places; date of listing APRIL 13, 1073

Located in a Registered Historic District; name of district _____

Part 1 – Evaluation of Significance submitted? Date submitted _____ Date of certification _____

2. Project Data (for phased projects, data entered in this section must be totals for entire project)

Date of building Original 1874 Estimated total rehabilitation costs (QRE) \$1,500,000

Number of buildings in project 1 Floor area before / after rehabilitation 500 / 500 sq ft

Start date (estimated) 06/01/2025 Use(s) before / after rehabilitation Govt Offices / Govt Offices

Completion date (estimated) 06/01/2026 Number of housing units before / after rehabilitation 0 / 0

Application includes phase(s) 1 of 1 phases Number of low-moderate income housing units before / after rehabilitation 0 / 0

Intend to apply the IRS 60-month measuring period for the purposes of substantial rehabilitation

3. Project Contact (if different from applicant)

Name BILL BRITTAIN Company HAMBLEN COUNTY MAYOR retiring 10/01/24

Street 511 West Second North St City Morristown State TN

Zip 37814 Telephone (423) 312-0480 Email Address bbrittain@co.hamblen.tn.us

4. Applicant

I hereby attest that the information I have provided is, to the best of my knowledge, correct. I further attest that [check one or both boxes, as applicable]:

I am the owner of the above-described property within the meaning of "owner" set forth in 36 CFR § 67.2 (2011), and/or

if I am not the fee simple owner of the above described property, the fee simple owner is aware of the action I am taking relative to this application and has no objection, as noted in a written statement from the owner, a copy of which (i) either is attached to this application form and incorporated herein, or has been previously submitted, and (ii) meets the requirements of 36 CFR § 67.3(a)(1) (2011).

For purposes of this attestation, the singular shall include the plural wherever appropriate. I understand that knowing and willful falsification of factual representations in this application may subject me to fines and imprisonment under 18 U.S.C. § 1001, which, under certain circumstances, provides for imprisonment of up to 8 years.

Name Chris Cutshaw Signature  Date 06/28/2024

Applicant Entity HAMBLEN COUNTY GOVERNMENT SSN _____ or TIN 62-6000631

Street 511 West Second North Street City Morristown State TN

Zip 37814 Telephone (423) 586-1931 Email Address chris.cutshaw@co.hamblen.tn.us

Applicant, SSN, or TIN has changed since previously submitted application.

NPS Official Use Only

The National Park Service has reviewed the Historic Preservation Certification Application – Part 2 for the above-named property and has determined that:

the rehabilitation described herein is consistent with the historic character of the property and, where applicable, with the district in which it is located and that the project meets the Secretary of the Interior's Standards for Rehabilitation. This letter is a preliminary determination only, since a formal certification of rehabilitation can be issued only to the owner of a "certified historic structure" after rehabilitation work is complete.

the rehabilitation or proposed rehabilitation will meet the Secretary of the Interior's Standards for Rehabilitation if the attached conditions are met.

the rehabilitation described herein is not consistent with the historic character of the property or the district in which it is located and that the project does not meet the Secretary of the Interior's Standards for Rehabilitation.

Date _____ National Park Service Authorized Signature _____

NPS conditions or comments attached

**HISTORIC PRESERVATION CERTIFICATION APPLICATION
PART 2 – DESCRIPTION OF REHABILITATION**

Historic Property Name HAMBLEN COUNTY COURTHOUSE NPS Project Number _____

Property Address 511 WEST SECOND NORTH STREET, MORRISTOWN, TN

5. Detailed Description of Rehabilitation Work. Use this page to describe all work or create a comparable format with this information.
Number items consecutively to describe all work, including building exterior and interior, additions, site work, landscaping, and new construction.

Number <u>1</u>	Feature <u>Project Overview</u>	Date of Feature <u>Ca. 1874</u>
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Describe existing feature and its condition

The portico on the south-side of the county courthouse is more than 100 years old and is likely to have been part of the original structure built in 1874. Wooden materials of all levels of the portico have deteriorated significantly from exposure to the weather. Many features have rotted to the point that a structural engineer's assessment indicates the portico needs to be replaced rather than repaired.

Photo Numbers 1-23 Drawing Numbers _____

Describe work to feature

Our intent is to replace the structure by reusing instead of replacing as many elements as are suitable to make the structure safe to use. However, we will not know exactly how much material can be reused until it is uncovered and examined by the structural engineer and architect we plan to hire for this project. A preliminary assessment by engineer Chris Meyers of Bennett & Pless engineering firm in Knoxville, TN indicates the structural damage to the portico justifies replacing the structure. One concept to be considered could be to use a steel internal framing system encased in solid wood, such as cedar, to duplicate and maintain its historic architectural appearance. Items to be reused could be the concrete pedestals at the portico base, the support columns, the porch ceilings (including the light fixtures) and the ornate balustrades of the railing. Many of the other components are too badly damaged and rotten to be reused.

Number <u>2</u>	Feature <u>Hand Rail - Construction</u>	Date of Feature <u>Ca 1874</u>
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Describe existing feature and its condition

The ornate railing on levels 2 and 3 are in poor condition, especially on the 3rd level that is constantly exposed directly to the weather. Several of the newel posts and the balusters are rotten and the base plates and top caps are so soft a pocket knife can penetrate them. The height of the railing also does not meet current safety codes. It is 33 inches and the current building codes require a railing of this kind to be a minimum of 42 inches.

Photo Numbers 2,3,9-11,15,16,20-23 Drawing Numbers _____

Describe work to feature

Our intent is to use as many of the balusters as possible but if engineers assessment determines they are unsafe, then they will be replaced with a water resistant composite material shaped to duplicate the current pieces. The railing plates and caps will have to be replaced because of their current condition. They will be replaced with a water resistant composite material or solid cedar. Our intent is to install a pipe railing inside the ornate wooden railing that will create a barrier to the wood railing. The pipe railing will be painted to blend into the color of the wooden railing or the building so it won't be easily visible from a short distance.

Number <u>3</u>	Feature <u>Portico Decking</u>	Date of Feature <u>Ca 1874 repaired 1968</u>
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Describe existing feature and its condition

The decking of the 2nd and 3rd levels is wood covered with a roof sheathing. The wood is rotted and the sheathing is worn and is no longer effective in protecting the wood from

**HISTORIC PRESERVATION CERTIFICATION APPLICATION
PART 2 – DESCRIPTION OF REHABILITATION**

Historic Property Name HAMBLEN COUNTY COURTHOUSE NPS Project Number _____

Property Address 511 WEST SECOND NORTH STREET, MORRISTOWN, TN

the weather.

Photo Numbers 1,4-7, 11-13 Drawing Numbers _____

Describe work to feature

Our intent is to replace the decking with a water resistant composite material that will withstand constant exposure to the weather. Another solution to be examined is a pedestal deck system that allows a user to take a roof tapered for drainage and level it with adjustable pedestals and install a walkable surface material like wood decking on top. All colors would match the current scheme.

Number 4	Feature <u>Support Framing System</u>	Date of Feature <u>Ca 1874 - repaired</u>
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Describe existing feature and its condition

Many of the current wooden floor joists on levels 2 and 3 are rotted and some have been reinforced with a second beam to ensure their stability. The columns on level 1 are in good condition and can probably be reused. The columns of level 2 will have to be evaluated but can likely be reused. The joints where the balconies are attached to the concrete block courthouse building will have to be assessed to determine whether a similar system can be used to strengthen the support structure.

Photo Numbers 15-19 Drawing Numbers _____

Describe work to feature

A structural engineer must evaluate the support system of the portico to determine how much of it can be repaired versus replaced. Items that must be replaced will duplicate the original appearance and maintain the historic character of the structure. If a steel framing system is used, the steel would be encased with solid wood columns that duplicate the current look.

**Historic Development Grant Program Application
Tennessee Historical Commission
Part 2 Conditions**

Historic Property Name Hamblen County Courthouse
Property Address 511 West Second North Street, Morristown, Hamblen County, Tennessee 37814

The rehabilitation of this property as described in the Part 2 Application will meet the Secretary of the Interior's Standards for Rehabilitation provided the following comment(s) is/are met:

1. **Columns:** The columns of the south façade porches are character-defining features and must be retained and repaired. If deterioration exists beyond repair, documentation, materials, and drawings showing how the columns will be replicated and replaced ***must*** be submitted to the Tennessee Historical Commission for review and approval ***prior*** to the undertaking of work.
2. **Railings:** The railing and balusters contribute to the two three-story portico porches on the south elevation and are a character-defining feature. In order to meet the Secretary of the Interior's Standards for Rehabilitation, details on the repair process and replacement material ***must*** be submitted to the Tennessee Historical Commission for review and approval ***prior*** to any rehabilitation work being undertaken. Replacement material must match the character, profile, and general characteristics of the historic material. If a secondary railing for codes purposes is proposed, drawings and related documentation ***must*** be submitted to the Tennessee Historical Commission ***prior*** to the start of work for review and approval.
3. **Decking:** In order to meet the Secretary of the Interior's Standards, the grantee ***must*** submit to the Tennessee Historical Commission information about the proposed decking material and reinforcement structure ***prior*** to any rehabilitation work being undertaken. A pedestal deck system would alter the profiles of the second and third-story balconies, is not a compatible treatment, and must not be installed.
4. Any change in the scope of work must be reviewed, and approved, by the Tennessee Historical Commission ***prior*** to the undertaking of the work in order to ensure the rehabilitation will meet the Secretary of the Interior's Standards for Rehabilitation.
5. Prior approval by any Federal, State, and local agencies and organizations does not ensure conformance to the Secretary of the Interior's Standards for Rehabilitation. The Secretary of the Interior's Standards for Rehabilitation take precedence over other regulations, codes, and requirements of other merit, review, or financial programs being pursued in determining whether the rehabilitation project is consistent with the historic character of the property.

Photographs documenting that the conditions have been met must be submitted with the Part 3: Request for Certification of Completed Work.

Any substantive change in the work as described in the application should be brought to the attention of the Tennessee Historical Commission (the State Historic Preservation Office), in writing at THC.Rehab@tn.gov, prior to execution to ensure that the proposed project continues to meet the Standards.

Justin Heskew Digitally signed by Justin Heskew
Date: 2024.08.27 09:11:50 -05'00'

Date

State Historic Preservation Office Signature

RFQ 2025-01

EXHIBIT B

PHOTOS OF HISTORIC
COURTHOUSE PORTICO



Photo Credit: Brian Stansberry

The courthouse is in the center of Morristown surrounded by churches, a performing arts center, a bank branch, and the historic downtown district is a block away. The courthouse portico is on the south side of the building facing East First North Street, one of the major streets through Morristown. The courthouse is a three-story building with the main entrance on the north side facing West Second North Street. The original structure was built in 1874. It was expanded over time before it was designated a historic structure in 1973. The last addition, the courthouse annex, was completed in 2000.

The courthouse remains the center of activity for much of the county government business. The third-floor courtroom is used daily for Juvenile, General Sessions and Chancery Courts. The County Commission and Planning Commission also meet in the large courtroom. Other offices that continue to operate in the courthouse are Clerk & Master, Veterans Services, Emergency Management, Agriculture Extension Service, Recovery Court, Election Commission, Information Technology and Archives. There are no plans to discontinue use of the building for government services.



Courthouse Exterior Views

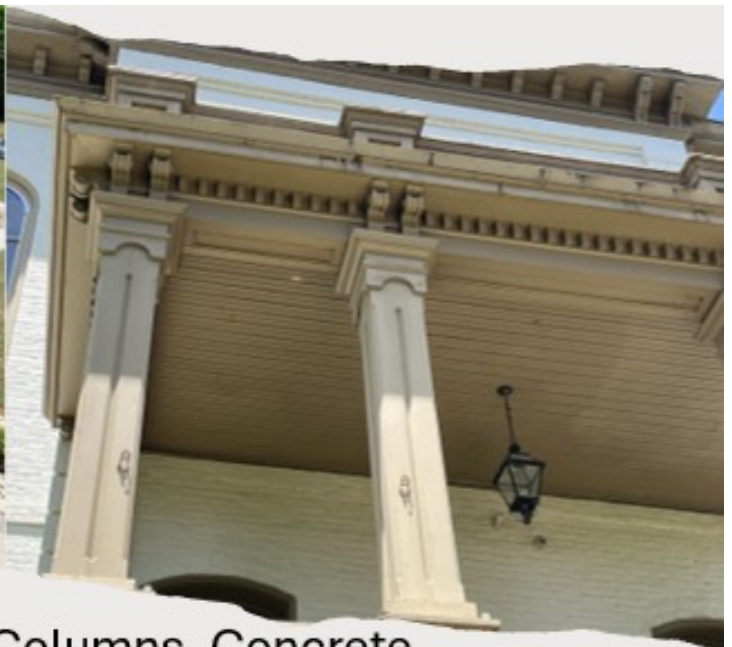


3rd Floor Deck & Balustrade Deterioration





2nd Level Deck Deterioration



Items to Reuse – Support Columns, Concrete Pedestals, Ceiling Planks & Light Fixtures