

**Blount County Government  
Request for Qualifications  
RFQ 2016-2405**

---

**Architectural Planning and Design Services  
Blount County Jail Project**

---

**Blount County Purchasing Department**  
Katie Branham, Purchasing Agent

July 12, 1016

Blount County Government  
Request for Qualifications

---

**Architectural Planning and Design Services  
Blount County Jail Project**

---

Introduction	Page 3
Vendor Information	4
General Instructions	5-6
Timeline and Important Dates	7
Specification Compliance	8
Project Overview	9-10
Scope of Services/Description of Project	11
Statement of Qualifications	12-13
Communication with Blount County during RFQ Process	14
Selection Criteria	15
Proposal Award	16
Exhibit A - Conflict of Interest Statement	17

**Blount County Government  
Request for Qualifications**

---

**Proposals Due By: July 28, 2016**

---

**INTRODUCTION**

Blount County Government is requesting qualifications of licensed architectural and/or engineering firms to provide specified professional services in connection with the Blount County Jail located at: 920 East Lamar Alexander Parkway, Maryville, TN. Blount County is seeking recommendations to improve and enhance our current facility. In addition, the County is looking for creative solutions to address the challenges identified in this Request for Qualifications including but, not limited to program services and site plans.

Submission of qualifications must be clearly marked on the front of the SEALED qualifications package:

“BLOUNT COUNTY JAIL ARCHITECTURAL PLANNING AND DESIGN SERVICES”

Sealed Qualifications must be delivered to Blount County Purchasing, 385 Court Street, Room 319, Maryville, TN 37804 via the following methods:

- U.S. Postal Service
- Private Carrier Service, (i.e., FedEx, UPS)
- In Person

Sealed Qualifications must be received in the Blount County Purchasing Department by 2:00pm EST on July 28, 2016. Late proposals will not be considered.

The Request for Qualifications (RFQ) must be submitted as follows:

- One (1) signed original
- Eight (8) exact copies of the original document submitted
- One (1) exact copy of the original document submitted via electronic media (i.e., compact disk, flash drive). The electronic media copy must be saved as one complete document in Adobe PDF format.

Please review the following documents carefully. Proposers will have an opportunity to submit questions regarding this Request for Qualifications. Questions must be submitted via email to Lauri Bell, Purchasing Technician via [lbell@blounttn.org](mailto:lbell@blounttn.org) no later than Wednesday, July 25, 2016 by 2:00pm EST. Responses to the questions will be posted as an addendum.

Each page included in this Request for Qualifications must be completed in its entirety. The Proposer shall initial the completion of each page in the space provided.

Exhibit A of this RFQ provides a “Company Disclosure”. This Disclosure must be completed, signed and submitted with the proposal.

**Blount County Government  
Request for Qualifications**

---

**Proposals Due By: 7/25/2016 at 2:00pm EST**

---

**VENDOR INFORMATION**

Company Name:	
Contact Person:	
Contact Person Title:	
Federal Tax ID #:	
Street Address:	
Street Address:	
City, State, Zip	
Telephone Number:	
Fax Number:	
Email of Contact Person:	
Authorized Signature	
Date of Signature:	

## GENERAL INSTRUCTIONS

1. All qualification proposals shall be submitted sealed, plainly marked "RFQ 2016-2405 BLOUNT COUNTY JAIL ARCHITECTURAL PLANNING AND DESIGN SERVICES" to the Blount County Purchasing Department at the following address:

Blount County Purchasing  
385 Court Street, Room 319  
Maryville, Tennessee 37804

2. Prospective proposers will have an opportunity to submit questions regarding this Request for Qualifications. Questions must be submitted via email to Lauri Bell, Purchasing Technician via [lbell@blounttn.org](mailto:lbell@blounttn.org) no later than July 25, 2016 at 2:00pm EST. Responses to the questions will be posted to the Blount County Purchasing webpage at <http://www.blounttn.org/purchase.aspx>.
3. Qualification proposals and amendments thereto, if received by the Blount County Purchasing Department after the date and time specified for opening, will not be considered. It will be the responsibility of the Proposer to see that the Proposer's qualification proposal is received by the Blount County Purchasing Department by the specified time and date. There will be no exceptions. Date of postmark will not be considered. Telephone, facsimile, electronic, and verbal proposals will not be accepted. Prices or changes shown on the outside of an envelope or package will not be acceptable.
4. Blount County reserves the right to: award by item, groups of items, or total proposal; to reject any and/or all proposals in whole or in part, and to waive any informality if it is determined to be in the best interest of Blount County.
5. All qualification proposals must be signed by an authorized, responsible officer or employee having the authority to enter into contracts. Obligations assumed by such signature must be fulfilled.
6. Direct contact with other departments/offices other than authorized Blount County representatives on the subject of this RFQ are expressly forbidden except with the foreknowledge and permission of Lauri Bell, Purchasing Technician.
7. Non-Discrimination - During the performance of this contract, the contractor agrees as follows: he/she will not discriminate against any employees or applicants for employment because of race religion, color, sex, national origin, age disability or any other basis prohibited by state law relating to discrimination in employment, except where one or more of these are a bona fide occupational qualification reasonably necessary to the normal operations of the contractor. The contractor agrees to post in conspicuous places available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause. During the performance of this contract, the contractor agrees to provide a drug free workplace.

## **GENERAL INSTRUCTIONS, continued**

8. Proposers have the right to request withdrawal of their proposals from consideration due to error by giving notice not later than forty-eight (48) hours after qualification proposals are publically opened.
9. The original proposal, which has been signed, shall be considered the official copy of the RFQ by Blount County.
10. In the event that it becomes necessary to revise any part of this RFQ, written addenda will be issued. Any and all addenda will be numbered in sequence, dated as of the date of issue, and sent via fax or email to all prospective proposers. The proposer shall acknowledge receipt of each addendum by signing in the space provided on the issued addendum and by submitting all addenda with their proposal.
11. One (1) original, eight (8) exact copies and one (1) electronic version (formatted according to previously mentioned standards) are due no later than the date indicated as the closing date of this RFQ.
12. A tour of the Blount County Jail for all proposers who wish to see the facility is scheduled for July 21, 2016 at 2:00pm EST. No substitutions or makeup visits will be scheduled.
13. A digital copy of the floor plan of the Blount County jail will be provided for proposers who request it. Please make your request no later than July 22, 2016 at 2:00pm EST to Lauri Bell, Purchasing Technician at [lbell@blounttn.org](mailto:lbell@blounttn.org).
14. The firm shall provide proof of and maintain the insurance and limits as outlined in the attached insurance checklist. In addition, the firm shall provide proof of a Blount County business licensure if selected.
15. Blount County reserves the right to award or reject any submittal that is considered to be in the best interest of the county, and Blount County reserves the right not to award this project to any submitter.

**TIMELINE AND IMPORTANT DATES (subject to change)**

<b><u>Event</u></b>	<b><u>Date</u></b>	<b><u>Time (if applicable)</u></b>
Release RFQ 2016-2405	July 12, 2016	--
Tour of Jail	July 21, 2016	2:00p.m. EST
Deadline to Request Floor Plans	July 22, 2016	2:00p.m. EST
RFQ Question Deadline	July 25, 2016	2:00p.m. EST
Posting of Responses to RFQ Questions	July 25, 2016	5:00p.m. EST
Deadline for RFQ to be submitted to Blount County Purchasing	July 28, 2016	2:00p.m. EST
Committee evaluates RFQ's.	<i>To be determined</i>	
Proposers notified of interview date/time.	<i>To be determined</i>	
Interviews of proposers	<i>To be determined</i>	
Recommendation to Blount County Corrections Partnership	<i>To be determined</i>	
Contract approval by Blount County Commission	<i>To be determined</i>	
Contract Start Date	<i>To be determined</i>	

**SPECIFICATION COMPLIANCE**

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

**Proposal Exceptions**

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

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



**Blount County Government  
Request for Qualifications**

---

**Proposals Due By: July 28, 2016**

---

**PROJECT OVERVIEW**

Blount County Government is soliciting Requests for Qualifications from licensed Architectural and/or Engineering firms for professional services necessary to plan and design a jail expansion for Blount County, Tennessee. The proposed project and required services are explained herein.

Project Overview:

1. Blount County is located in East Tennessee, and include the cities/towns of Alcoa, Friendsville, Maryville (county seat), Rockford, Townsend and Louisville. According to the 2010 U.S. Census, 123,010 citizens reside within the county.
2. The jail was completed on May 16, 1999. The current bed space capacity is 286 males and 64 females for a total of 350 beds. The average daily population in 2015 for males was 425 and for females was 103 for a total of 528.
3. The jail is currently operating under a Plan of Action with Tennessee Corrections Institute due to failing State Inspection on 3/3/16.
4. There are Juvenile Court, General Sessions Court, Circuit Court and Chancery Courts co-located at the jail.
5. Current physical plant and operational challenges at the jail include:
  - a. A minimal inmate classification system and inadequate (type and numbers) of beds support inmate classification categories.
  - b. Food service storage is insufficient to handle the current inmate population.
  - c. Current food service equipment is insufficient to handle the current inmate population.
  - d. Inmate visitation is a manpower intensive process requiring extensive movement of inmates to unsupervised visitation areas. Inmates have to move through programs rooms to access visitation which is disruptive to the program providers.
  - e. There is only one handicapped visitation booth for the entire facility.
  - f. Operational challenges that the jail is experiencing due to crowded conditions include:
    - i. Excessive locking down of inmates inside cells. This is done due to the frequency of inmate altercations when numerous inmates access the dayroom at one time.

## **PROJECT OVERVIEW, continued**

- ii. Due to crowding inmates with special needs are being housed in the booking and intake area in holding cells not designed for long term housing.
    - iii. Maximum security inmates are permitted outside their cells only one hour per day. To ensure safety and security of the facility, staff, and inmates, multiple dayrooms are used to accomplish this task. This is a manpower extensive process. Further it mixes maximum custody inmates with minimum (non-violent) inmates further exposing the county to potential liability.
  - g. There is inadequate and insufficient inmate programming areas to support expanded inmate programming opportunities.
  - h. The jail has exceeded its rated capacity for at least the last ten years.
6. Several assessments have been conducted of the current jail facilities. All of these studies are available by contacting Lauri Bell, Purchasing Technician via [lbell@blounttn.org](mailto:lbell@blounttn.org). The assessments included:
- a. June 23, 2013. Jail Expansion Evaluation performed by the University of Tennessee, County Technical Assistance Service.
  - b. May 2014. Blount County Criminal Justice System Assessment performed by the Institute for Law and Policy Planning Team.
  - c. November 17, 2015. Jail Studies Review performed by the University of Tennessee, County Technical Assistance Service.
  - d. February 15, 2016. Jail Staffing Analysis performed by the University of Tennessee, County Technical Assistance Service.
7. Blount County has a vision for the future of confinement operations including:
- a. Having the right type and numbers of bed to support an objective inmate classification program through renovation and/or expansion of the current jail.
  - b. Renovation or expansion of the existing jail physical plant that addresses:
    - i. An orientation/newly admitted inmate's screening and classification housing.
    - ii. More efficient booking and release area.
    - iii. Address food service space and equipment challenges.
    - iv. Address inmate visitation areas.
    - v. Sufficient programming space to support the County's vision to implement more formal inmate programs and reentry services.

## **SCOPE OF SERVICES/DESCRIPTION OF THE PROJECT**

The scope of the project is in three phases.

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

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

### **Phase Two – Site selection.**

The planning/design firm will evaluate the current justice center to determine the feasibility of renovation and/or expansion that will meet the needs identified in the Phase One document.

### **Phase Three – Design, Bid and Construction Oversight**

Upon completion of Phases One and Two, Phase Three of the project will involve the planning/design firm preparing schematic design documents for the County 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 the award of the construction contract. If funded, the planning/design firm will assist the County with overseeing the construction of the facility.

## **STATEMENT OF QUALIFICATIONS**

Please provide in your proposal a maximum of thirty (30) pages to include the following information. For ease of review, submit your qualifications in the following form and order:

1. Firm name, address, contact information and name of project team leader.
2. Brief history of the firm to include current size of staff, years in business and the organizational chart of the team assigned to our project. Submit resumes of key individuals who will be assigned to our project.
3. Describe your approach to the planning/design process.
4. Describe any unique qualifications or work methodology.
5. List the name of the firm and key individuals that will supply the following functions with a brief description of their qualifications:
  - a. Architectural design/program and space planning
  - b. Correction Planners
  - c. Criminal Justice/Court System Planners
  - d. Civil Engineer
  - e. Structural Engineer
  - f. Mechanical/Electrical/Plumbing/Fire Protection Engineer
  - g. Security Systems Designer
  - h. Information Technology Consultant
  - i. Interior Design
  - j. Food Service Designer
  - k. LEED Certification

**If you utilize a consultant that is NOT a full-time employee of your firm, please indicate so. Please also indicate if you will be teaming with other firms to complete this work.**

6. List all previous related jail project experience within the previous 5-10 years.
7. For each project listed include:
  - a. Completion Date
  - b. Name and location of project
  - c. Client Contact (name, phone, and email)
  - d. Size (square foot)
  - e. Owner's Initial Budget
  - f. Total project cost with number of change orders and cost of change orders
  - g. Actual cost per square foot excluding Site Costs and Professional Fees
  - h. Total fee earned for project
  - i. Scheduled completion date compared to actual completion date
  - j. List Cost Estimate, Bid Amount and Difference. List any Changes in scope if appropriate and if this change in scope resulted in an increase in your fee.
  - k. Photos of project
  - l. Floor plan drawing

## **STATEMENT OF QUALIFICATIONS, continued**

8. Discuss specific examples of other jail projects as it relates to costs and benefits for LEED certification for a county.
9. Discuss specific examples of other jail projects that have addressed challenges with housing of special needs inmate population, increased programming opportunities, booking, food service and support functions.
10. Discuss Proposer's familiarity with Tennessee's Minimum Standards for Local Correctional Facilities as well as nationally recognized standards and best practices.
11. Discuss specific examples of other jail projects that the Proposer has addressed physical plant issues as it relates to compliance with the Prison Rape Elimination Act Standards.
12. Discuss how the Proposer can assist the county in transition planning.
13. Proposer must hold and/or acquire all necessary licenses to conduct business in the State of Tennessee. Proposer must state if the principal or Project Architect has ever had his/her license suspended to practice architecture in Tennessee.
14. Proposers must be properly and currently licensed with the State of Tennessee (Tennessee Code Annotated, Title 62, Chapter 2 and, including but not limited to a current business license. Proof that is satisfactory to Blount County shall be submitted upon request.
15. Proposer must be willing to provide a Certificate of Insurance with Blount County named as additional insured.
16. A signed and notarized copy of the Conflict of Interest Statement must be submitted with your proposal.
17. You may include an appendix at the end of your submittal and include a maximum of thirty (30) additional pages of information you wish to add for the County's review. This would be information not included in the above-mentioned thirty (30) pages.

## COMMUNICATION WITH BLOUNT COUNTY DURING QUALIFICATION PROCESS

- All sealed qualification proposals shall be in writing and submitted to:

Blount County Purchasing  
385 Court Street, Room 319  
Maryville, TN 37804

- Scope of services, specifications and requirements for this project may be reviewed at: <http://www.blounttn.org/purchase.aspx> or by contacting Lauri Bell, Purchasing Technician via [lbell@blounttn.org](mailto:lbell@blounttn.org).
- All proposer communications concerning this program should be directed in writing to the above named person and address. **Communication with any Blount County official other than the above named person will result in the Proposer's proposal to be rejected.**

## SELECTION CRITERIA

<u>Item</u>	<u>Point Value</u>
Statement of Qualifications <ul style="list-style-type: none"> <li>• Senior Architect Experience</li> <li>• Criminal Justice Specialist/Consultant Experience</li> </ul>	10 points maximum
Company Background <ul style="list-style-type: none"> <li>• Demonstrate the team (including subcontractors) qualifications and experience relating to the requested services.</li> </ul>	20 points maximum
List of Completed Projects <ul style="list-style-type: none"> <li>• A summary of the firms' experience with correctional facilities and level of responsibility for the last five to ten (5-10) years for projects in terms of facility type, size and dollar 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>	20 points maximum
Project Approach Proposal <ul style="list-style-type: none"> <li>• An organizational chart is submitted for the firm and key members of this Project Team, including sub-consultants and any specialty sub-consultants proposed. Indicate which positions may be filled by the proposing firm and which positions may be filled by sub-consultant staff.</li> </ul>	20 points maximum
Project Organization/Staffing <ul style="list-style-type: none"> <li>• Description of the firm's experience and involvement with how other relevant projects have been organized in the areas of site selection, functional and space program development, design, project bidding and construction oversight. Description of how communication and coordination with County staff will be maintained. Description of communication procedures that will be used to maintain good coordination with County's Project Team and the community.</li> </ul>	10 points maximum
Reference Checks <ul style="list-style-type: none"> <li>• County will contact agencies provided by the proposer to discuss jail related projects completed by the proposer's company.</li> </ul>	10 points maximum
Presentation <ul style="list-style-type: none"> <li>• Qualified proposers will be invited to make formal presentations to the selection team. Scoring will be based on presentation and information provided to the team.</li> </ul>	10 points maximum
<b>TOTAL Points Available</b>	<b>100</b>

## **PROPOSAL AWARD**

- Qualification proposals will be received until July 28, 2016 at 2:00pm EST. The proposals will then be given to a Screening Committee consisting of members of the county legislative body and Sheriff's Office. This committee will evaluate the proposals and determine the top proposals. The committee will select from this group the company or firm that will be recommended to the Purchasing Agent. The Purchasing Agent will choose the top proposal. The Purchasing Agent will negotiate with the recommended firm its proposed fee for each phase of the project. If the County is not able to reach an acceptable agreement, it will stop negotiations with the first firm and begin negotiations with the second ranked firm and so on, until the County is able to reach an acceptable agreement. Once an agreement is reached, the Purchasing Agent will then request that the full Blount County Commission approve a multi-year contract.



**EXHIBIT A - COMPANY AFFIDAVIT**

The affiant states with respect to this Proposal to Blount County, Tennessee:

I (we) hereby certify that if the contract is awarded to our firm that no member or members of the governing body, elected official or officials, employee or employees of said County, or any person representing or purporting to represent the County, or any family member including spouse, parents, or children of said group, has received or has been promised, directly or indirectly, any financial benefit, by way of fee, commission, finder's fee or any other financial benefit on account of the act of awarding and/or executing a contract.

I hereby certify that I have full authority to bind the company and that I have personally reviewed the information contained in the RFP and this proposal, and all attachments and appendices, and do hereby attest to the accuracy of all information contained in this proposal, including all attachments and exhibits.

I acknowledge that any misrepresentation will result in immediate disqualification from any consideration in the proposal process.

I further recognize that Blount County reserves the right to make its award for any reason considered advantageous to the County. The company selected may be without respect to price or other factors.

---

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Title: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Type of business organization (corporation, LLC, partnership, proprietorship): \_\_\_\_\_

Address, City, State Zip Code: \_\_\_\_\_

---



## BLOUNT COUNTY PURCHASING DEPARTMENT INSURANCE CHECKLIST

Vendor understands and agrees to confirm to these insurance requirements if given notice of intent to award this contract. The successful Vendor shall obtain and keep in force for the term of the project, workman's compensation, comprehensive general liability insurance and bodily injury and property damage insurance sufficient to hold the County harmless in the event of accident or injury to Proposer or any employee or subcontractor of Proposer.

	<b>Coverage Required:</b>	<b>Minimum Limits Required:</b>
<input checked="" type="checkbox"/>	1. Workers' Compensation & Employer's Liability	Statutory Limits \$100,000 per occurrence, \$100,000 disease, \$500,000 annual aggregate
<input checked="" type="checkbox"/>	2. Commercial General Liability to include Contractual Liability, XCU, Personal Injury Perils, Products Liability and Completed Operations Liability.	\$1,000,000 per occurrence, \$2,000,000 annual aggregate
<input checked="" type="checkbox"/>	3. Business Auto Liability, Personal Injury. (Symbol 1)	\$1,000,000 combined single limits
<input type="checkbox"/>	4. Professional Liability	\$1,000,000 per occurrence \$3,000,000 annual aggregate
<input checked="" type="checkbox"/>	5. Excess Umbrella Liability with Contractor's Form, including Excess Employers' Liability Coverage.	\$1,000,000 excess of above coverage \$5,000,000 for large projects or high risk
<input type="checkbox"/>	6. Builder's Risk	<input type="checkbox"/> Installation Floater
<input checked="" type="checkbox"/>	7. Vendor's insurance policy shall be endorsed to show <b><i>"Blount County Government and Blount County Justice Center" named as additional insured</i></b> on all required liability insurance. The above shall be named as loss payee on all types of required property insurance and for which any political subdivision of Blount County has an insurable interest.	
<input checked="" type="checkbox"/>	8. Cancellation clause on any insurance certificates MUST be amended to read, <b><i>"Should any of the above described policies be cancelled before the expiration date thereof, the issuing insurer will mail 30 days written notice to the certificate holder."</i></b>	

Any deviation from the above requirements shall be disclosed to the Blount County Purchasing Agent. Coverages specified above shall be written on an "occurrence" coverage form suitable to Blount County Government. Complete certified copies of insurance policies shall be provided upon request. Insurer's A.M. Best Rating Guide shall be A IX or better.

Certificate Holder shall be:

**Blount County Risk Management  
c/o Blount County Purchasing  
385 Court Street  
Maryville, TN 37804-5906**