

**REQUEST FOR QUALIFICATIONS**

Office of Finance  
100 West First North Street  
Morristown, TN 37814

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**INTRODUCTION**

The City of Morristown, Tennessee, is issuing a Request for Qualifications (RFQ) from qualified firms to retain the services of an engineering/architectural consultant for the Morristown City Center Plaza Project

Proposer shall return Request for Qualifications in **SEALED** envelope to:

**City of Morristown**  
**Attn: Joey Barnard, Finance Director**  
**100 West First North Street**  
**Morristown, TN 37814**

Public opening of the Request for Qualifications will be held at the above address at the deadline date and time designated in the Invitation for Request for Qualifications.

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DATE ISSUED:	Thursday, December 7, 2017
RFQ TITLE:	Morristown City Center Plaza Project
RFQ DEADLINE DATE & TIME:	Thursday, January 4, 2018 at 2:00 P.M. Eastern Time (local prevailing time)
RFQ OPENING LOCATION:	Morristown City Center, Training Room, 1 <sup>st</sup> Floor
RFQ CONTACT:	Joey Barnard, Finance Director
CONTACT PHONE:	423.585.4614
CONTACT EMAIL:	<a href="mailto:jbarnard@mymorristown.com">jbarnard@mymorristown.com</a>

**TERMS AND CONDITIONS**

1. **REQUIREMENTS FOR RFQ SUBMISSION.**
  - a. COMPLETE, BOUND, AND UNBOUND, ORIGINAL, proposal
  - b. Complete and original “**Invitation for Request for Qualifications**” that is initialed by authorized individual on each page.
  - c. Complete, electronic COPY of Invitation for Request for Qualifications. The electronic media copy shall be saved in Adobe PDF format.
  - d. All Request for Qualifications shall be submitted SEALED, envelope clearly marked with the RFQ name, date, and time ON THE OUTSIDE OF THE SEALED ENVELOPE.
  - e. Copy of IRS W-9 Form.
2. **RFQs RECEIVED ON TIME.** Proposals and amendments thereto, if received by the City of Morristown’s Finance Office after the date and time specified for opening, will not be considered. It will be the responsibility of the PROPOSER to see that the RFQ is received by the City of Morristown’s Finance Office 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. Any bid received after the opening date and time will remain unopened and on file. The City of Morristown will not be responsible for proposals received late because of delays by a third party delivery service, i.e., U.S. Mail, UPS, Federal Express, etc.
3. **TAX EXEMPT.** The City of Morristown is a tax-exempt entity. The successful vendor will be provided with an executed copy of tax exempt form.
4. **ANTI-COLLUSION.** The proposer certifies by signing this document that the RFQ is made without prior understanding, agreement, or accord with any person submitting a RFQ for the same services and that this RFQ 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. Any false statement hereunder constitutes a felony and can result in a fine and imprisonment, as well as civil damages.
5. **AWARD IN WHOLE OR IN PART.** The City of Morristown reserves the right to: award by item, groups of items, or total bid; to reject any and/or all bids in whole or in part, and to waive any informality if it is determined to be in the best interest of City of Morristown.
6. **OPEN RECORDS ACT.** Once the bid document is submitted to the City of Morristown and is opened, it constitutes a public record and is subject to open records requests pursuant to the Tennessee Open Records Act.
7. **PAYMENT TERMS.** The City of Morristown pays from monthly statements for services rendered. Payments are made within 15 days of the previous month’s statement being received in the City of Morristown’s Finance Office.
8. **RECEIPT DOES NOT CONSTITUTE AWARD.** Receipt of your RFQ by the City of Morristown is not to be construed as an award for services.

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9. **AVAILABILITY OF FUNDS.** Obligations on those contracts that envision extended funding through successive fiscal periods shall be contingent upon actual appropriations for the following years.
10. **AUTHORIZED SIGNATURE.** All 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.
11. **NO SUBMISSION.** If you choose to not respond to this Request for Qualifications, advise the City of Morristown of your intent and state the reason. Failure to do so may risk removal of your name from our mailing list/e-mail list.
12. **KNOWLEDGE OF LAWS AND REGULATIONS.** The proposer shall keep fully informed of all Federal, State, and Local laws, ordinances, and regulations that in any manner affect the conduct of the work. The proposer shall observe and comply with all such laws, ordinances, and regulations and shall protect and indemnify the City of Morristown and its representatives against any claim or liability arising from or based on any violations of the same, whether by the proposer, the proposer's subcontractors, suppliers, or others by the proposer or the employee of any of them. Any contract entered into will be governed by the laws of the State of Tennessee.
13. **DRUG FREE WORKPLACE.** The proposer understands that the City of Morristown operates a drug-free workplace program. Any good or service provided to the City of Morristown by the proposer must comply with all State and Federal drug-free workplace laws, rules and regulations. The proposer agrees to comply by the execution of the "Proposer Initial" located at the bottom of the page.
14. **DIRECT CONTACT PROHIBITED.** Direct contact with City Departments other than the City of Morristown's Finance Office representative on the subject of this RFQ is expressly forbidden except with the foreknowledge and permission of the City of Morristown Finance's Office.
15. **NON-DISCRIMINATION.** During the performance of this contract, the proposer 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 federal or 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 proposer. The proposer 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.
16. **RIGHT TO WITHDRAWAL.** Proposers have the right to request withdrawal of their proposal from consideration due to error by giving notice at any time before and not later than two (2) days after proposals are publicly opened.
17. **ORIGINAL RFQ DOCUMENT.** The original RFQ document maintained by the City of Morristown's Finance Office shall be considered the official copy document.

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18. **CLOSED FOR BUSINESS.** If the City of Morristown is closed for business at the time scheduled for the RFQ opening, for whatever reason, sealed FRQs will be accepted and opened on the next business day of the City, at the originally scheduled hour.
19. **RFQ APPROVAL BY LEGISLATIVE BODY.** The RFQ awarding must be approved by the City of Morristown, City Council.
20. **REFERENCE TO BRAND NAMES.** Any reference to brand names, trade names, model numbers, catalog numbers or other descriptions peculiar to any item is made to establish a required level of quality and functional capabilities and is for reference only; it is not intended to exclude other products of that level. Please include with RFQ any specifications, brochures, catalogs, etc., or other data as will provide adequate basis of determining the quality and functional capabilities of the product offered if applicable.
21. **VENDOR POOR PERFORMANCE.** The City of Morristown may cancel the contract with the vendor at any time for vendor poor performance. Cancellation shall not release the vendor from legal remedies available to the City of Morristown.
22. **PURCHASE ORDERS.** The City of Morristown utilizes purchase orders for ordering goods and/or services. An order may not be fulfilled without a purchase order number from the City of Morristown.
23. **FORCE MAJEURE.** The City of Morristown or proposer shall not be liable for any failure of, or delay in the performance of this contract for the period that such delay or failure is due to causes beyond reasonable control, including but not limited to acts of God, labor disputes, government orders, or any other force majeure event.
24. **ADDENDA.** 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.
25. **PAST PERFORMANCE.** If it is determined to be in the best interest of the City of Morristown, the City reserves the right to reject any bid based on unsatisfactory past performance.
26. **IRAN DIVESTMENT ACT.** By submission of this RFQ, each proposer and each person signing on behalf of any proposer certifies, and in the case of a joint bid each part thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each proposer is not on the list created pursuant to TCA 12-12-106.
27. **QUESTIONS.** All questions shall be directed to the RFQ contact listed on the first page of this document unless otherwise stated. All communication shall be received by email to [jbarnard@mymorristown.com](mailto:jbarnard@mymorristown.com)

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**VENDOR INFORMATION and ANTI-COLLUSION STATEMENT**

*Please print or type clearly. Complete each section entirely and verify for accuracy.*

By signing this form the proposer agrees that he/she has not divulged to, discussed, or compared his/her RFQ with other proposers and has not colluded with any other proposer or parties regarding the RFQ whatsoever. Note: no premiums, rebates or gratuities to any employee or agent are permitted with, prior to, or after any delivery of service and or materials. Any such violation will result in the cancellation and/or return of material (as applicable) and the removal from the RFQ list and could constitute a felony and result in a fine, imprisonment, as well as civil damages.

In compliance with this Invitation for Request for Qualifications, and subject to all the conditions thereof, the undersigned offers, if this RFQ is accepted, to furnish any or all of the items and/or services as described herein. The undersigned certifies that he/she has read, understands, and agrees to all terms, conditions, and requirements of this RFQ, and is authorized to contract on behalf of the firm named below. This form must be signed personally by the proposer or the proposer's authorized agent. All signatures must be original and not photocopies.

<b>COMPANY NAME:</b>	
<b>CONTACT PERSON:</b>	
<b>CONTACT PERSON TITLE:</b>	
<b>SIGNATURE OF AUTHORIZED REPRESENTATIVE:</b>	
<b>FEDERAL TAX ID # (or Social Security #, if applicable)</b>	
<b>STREET ADDRESS:</b>	
<b>STREET ADDRESS:</b>	
<b>CITY, STATE, ZIP:</b>	
<b>TELEPHONE NUMBER:</b>	
<b>FAX NUMBER:</b>	
<b>EMAIL:</b>	
<b>DATE:</b>	

\*\*By signing this form, the proposer signifies understanding and agreement with the City of Morristown's Terms and Conditions.

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**EXCEPTIONS**

*Proposer MUST sign the appropriate statement below, as applicable.*

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Proposer 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:	

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

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

Vendors should note that any exceptions taken from the stated terms and/or specifications may be cause for their submittal to be deemed “Non-Responsive”, risking the rejection of their submittal.

## OVERVIEW

The City of Morristown is issuing a Request for Qualifications (RFQ) from qualified firms to retain the services of an engineering/architectural consultant for the Morristown City Center Plaza Project. This project will provide some challenges as it will affect the large majority of parking area that serves the City Center. Additionally, the project could limit the ingress/egress to the building to one location.

The City of Morristown has an underground garage with a large plaza overhead. The plaza/garage structure is pre-cast concrete members with a membrane covering, fill, and pavers on the plaza. There is evidence of water leakage from the plaza. The water intrusion causes concern that structural and/or electrical damage has occurred.

This project will present additional challenges. Currently, the only Americans with Disabilities Act (ADA) parking is located within the garage. As this project moves forward, it is foreseeable that the garage will be closed for an extended period of time. Therefore, temporary ADA parking must be addressed. Long-term options for ADA parking going forward will have to be considered in the project.

The City of Morristown plans to select a multidiscipline firm to provide the required services. However, teaming is permitted if evidence is provided that team members had previously worked together. The selection process will be a two-step effort. The first step is to receive statements of interest and qualifications. After ranking the firms based on the selection criteria herein, the top ranked firms will be asked to provide additional information as it relates specifically to the project. The selected firms will be invited to visit the project site and to submit additional details as to their qualifications to the specific project. Interview may also be included if so desired by the selection committee. The firms will be ranked by the selection committee once again. The top firm will be recommended to City Council for their consideration.

The schedule for work is as follows:

Submittal Time and Date: January 4, 2018, 2:00 P.M.

Proposed Short List: January 18, 2018

Required Pre-proposal Conference: Week of January 29, 2018

Proposal Submittal: February 20, 2018

Final Selection: March 6, 2018

Contract for Services (negotiated): March 20, 2018

Contract for Services Execution: April 2, 2018

There will be a Question Period from December 7, 2017 through December 20, 2017. For details of the project, questions, and specific requirements relative to the proposal process, interested firms are requested to contact Lamar Dunn at Strategic Services Company, LLC via email only at [ldunn@ssc-mgt.com](mailto:ldunn@ssc-mgt.com). No phone calls or unannounced visits. All questions and answers will be posted to the City of Morristown's website by noon on December 21, 2017.

**SCOPE OF SERVICES**

1. The proposer shall determine the approach to remediating the leaks consistent with other associated project activities.
2. The proposer shall determine the extent, if any, structural damage due to leakage and associated repair.
3. The proposer shall determine any foundation problems, if any, and associated repair.
4. The proposer shall investigate electrical issues caused by leakage and design any required remediation.
5. The proposer shall address ADA issues for the short-term and long-term.
6. The proposer shall explore and provide options for use of the Plaza area:
  - Potential Parking
  - Heritage Matters
    - Existing flag and bell
    - Planters
    - Other matters to be determined
7. There will not be any scheduled site visits until after a short list of firms has been determined.



## STATEMENT OF QUALIFICATIONS

Statement of Qualifications are to be limited to a total of twenty-five (25) pages; single sided, printed on size 8.5” x 11” paper. Front cover, back cover, tabs/dividers, cover letter and original Request for Qualifications does not count toward the page limit. Please read item Number 1 of Terms and Condition herein for additional submittal requirements. A Consultant Evaluation Committee (CEC) shall be established and will evaluate the qualifications of firms based at a minimum on the following factors:

1. Proposer shall provide a letter of transmittal.
2. Proposer shall provide a two page statement of firm’s history and disciplines of experience.
3. Proposer shall provide a one page document of any potential sub-contract team members and evidence that the team members have worked together previously.
4. Proposer shall provide profiles of representative projects; not to exceed six pages.
5. Proposer shall provide a one page team organization chart.
6. Proposer shall provide qualifications & availability of staff. Please include resumes, not to exceed two pages per member, of the following team members that will be assigned to the City of Morristown:
  - Project Manager
  - Structural Team Leader
  - Architectural Team Leader
  - Civil Engineer
  - Electrical Engineer
  - Geotechnical Engineer
7. The proposal shall provide referenced projects (at least 3) that were similar in scope to that of the City of Morristown with contact information.
8. Proposer shall provide demonstrated ability to meet schedules without compromising sound engineering practice.
9. Proposer must be willing to provide a Certificate of Insurance with City of Morristown named as additional insured and in the amount of at least one million dollars

## SELECTION CRITERIA

Proposals will be evaluated based on the evaluation criteria described below. The City may conduct such investigations as deemed necessary to establish the responsibility, qualifications and financial abilities of the Proposer. The Consultant Evaluation Committee (CEC) consisting of a council member, assistant city administrator, finance director, city engineering tech, and the city's consultant will evaluate the proposals based on the following:

1. **Necessary Disciplines on Team (40 %)**

Please describe disciplines of firm to provide the multiple required services. Describe all qualifications applicable to the requirements listed above. Values will be based on the proposer's qualifications of the individuals that will be working directly with the City of Morristown. Please include your organizational chart that specifically identifies the individuals that will be working directly with the City of Morristown to provide the requested services. Please list any and all certifications. Please detail the availability of a supervisor to monitor the program as well as staffs' ability to meet time estimates and adhere to scheduling and project disciplines.

2. **Demonstrated Experience with Project Requirements (40 %)**

Please provide a summary of the firm's relevant experience and level of responsibility for similar projects. Describe past experience in the required disciplines with clients.

3. **Municipal Experience (10 %)**

Please provide related experience, specifically to include municipal experience.

4. **References (10 %)**

At least three client references in total should be provided. Please include contact information for all references submitted as well as project descriptions and locations.

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**THE CITY OF MORRISTOWN, TENNESSEE**  
**COMPANY/CONTRACTOR AFFIDAVIT FORM**  
Conflict of Interest Statement

THE AFFIANT STATES TO CITY OF MORRISTOWN, 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 CITY OF MORRISTOWN, TENNESSEE, OR ANY PERSON REPRESENTING OR PURPORTING TO REPRESENT CITY OF MORRISTOWN, TENNESSEE, OR ANY FAMILY MEMBER INCLUDING SPOUSE, PARENTS, CHILDREN OF SAID GROUP, HAS RECEIVED OR HAS BEEN PROMISED, DIRECTLY, OR INDIRECTLY, ANY FINANCIAL BENEFIT, BY WAY OF FEE, COMMISSION, FINDER'S FEES OR ANY OTHER FINANCIAL BENEFIT ON ACCOUNT OF THE ACT OF AWARDED AND/OR EXECUTING THE CONTRACT.

THE UNDERSIGNED HEREBY CERTIFIES THAT HE/SHE HAS FULL AUTHORITY TO BIND THE COMPANY AND THAT HE/SHE HAS PERSONALLY REVIEWED THE INFORMATION CONTAINED IN THIS REQUEST FOR QUALIFICATIONS (RFP), INCLUDING ALL ATTACHMENTS, ENCLOSURES, APPENDICES, ETC. AND DO HEREBY ATTEST TO THE ACCURACY OF ALL INFORMATION CONTAINED IN THIS RFP, INCLUDING ALL ATTACHMENTS, ENCLOSURES, EXHIBITS, ETC.

THE UNDERSIGNED ACKNOWLEDGES THAT ANY MISREPRESENTATION WILL RESULT IN IMMEDIATE DISQUALIFICATION FROM ANY CONTRACT CONSIDERATION.

THE UNDERSIGNED FURTHER RECOGNIZES THAT THE CITY OF MORRISTOWN CITY COUNCIL HAS THE RIGHT TO MAKE THE CONTRACT AWARD FOR ANY REASON CONSIDERED IN THE BEST INTEREST OF CITY OF MORRISTOWN.

This certification shall be included with the RFP. Failure of this properly executed document to be included with the proposal shall render the proposal as incomplete and void.

COMPANY NAME \_\_\_\_\_

NAME (PRINT) \_\_\_\_\_ PHONE \_\_\_\_\_

TITLE \_\_\_\_\_ FAX \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

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**(TO BE COMPLETED BY NOTARY)**

STATE OF: \_\_\_\_\_

COUNTY OF: \_\_\_\_\_

Before me personally appeared \_\_\_\_\_, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who acknowledged that such person executed the foregoing for the purposes therein contained.

Witness my hand and seal at office this day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_