

SUMNER COUNTY, TENNESSEE



REQUEST FOR LETTERS OF INTEREST & QUALIFICATIONS FOR ADA Self-Evaluation and Transition Plan

Release Date: February 13, 2020

Sumner County, Tennessee, an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of a professional consultant firm to provide professional services for the evaluation of existing pedestrian facilities within the public right of way and within County property and for the development of an ADA Transition Plan for Sumner County.

Qualification submittals must be received by **2:00 PM Local Time on Friday, February 28, 2020**. Late Qualifications will be neither considered nor returned. Questions related to this RFQ must be received by 2:00 PM local time on Friday, February 28, 2020. No pre-bid conference will be conducted.

DELIVER QUALIFICATIONS TO:

Anthony Holt, Sumner County Mayor
Sumner County Administration Building
355 North Belvedere Drive, Room 102
Gallatin TN 37066

**The envelope exterior must show the
project name, company name, address,
and closing date.**

**SECTION I
GENERAL TERMS AND CONDITIONS**

- 1.1 **ADDITIONAL INFORMATION:** Requests for additional information can be emailed to knorfleet@sumnercountyttn.gov. Questions must be received by 2:00 PM local time on Thursday, February 20, 2020. All responses to inquiries will be posted on the Sumner County website (<http://www.sumnerntn.org/>) under the “Bid Notices” link. Any inquiries received will not be answered individually, but will be posted for all interested vendors.
- 1.2 **ACCEPTANCE:** Respondents shall hold their submittal firm and subject to acceptance by Sumner County for a period of ninety (90) business days from the date of the Qualification closing, unless otherwise indicated in their Qualification.
- 1.3 **AWARD:** It is the intent of the Owner to negotiate a fee and enter into a contract with a firm, to provide the ADA self-evaluation and transition plan services for the listed project(s).
- 1.4 **COPIES:** Sumner County requires that Letters of Interest & Qualifications be submitted as one (1) original hard copy and two (2) exact copies for total of three (3) qualification submittal responses. Additionally, Sumner County requests the submittal be submitted in digital format on a flash drive or compact disc.
- 1.5 **DECLARATIVE STATEMENTS:** Any statement or words (e.g.: must, shall, will) are declarative statements and the respondent must comply with the condition. Failure to comply with any such condition may result in their Qualification being non-responsive and disqualified.
- 1.6 **ELECTRONIC TRANSMISSION OF QUALIFICATIONS:** Sumner County **will not** accept electronically transmitted responses when responding. Facsimile submission is strictly prohibited. All responses must be mailed or delivered by hand.
- 1.7 **INCURRED COSTS:** Sumner County will not be responsible for any costs incurred by the firms in the preparation of their response.
- 1.8 **NO CONTACT POLICY:** After the date and time that the vendor receives this solicitation, any contact initiated by any respondent with any Sumner County representative, other than the questions concerning this Request for Qualification, is strictly prohibited.
- 1.9 **QUALIFICATION DELIVERY:** Sumner County requires respondents, when hand delivering responses, to have the sealed envelope to be time and date stamped in the Office of the County Mayor at the time of deposit. Sumner County will not be responsible for any lost or misdirected mail sent by common carrier. Sumner County shall also not be responsible for responses delivered to other addresses other than the one listed at the top of this solicitation. The clock in the Sumner County Mayor’s Office shall serve as the official record of time.

- 1.10 **SIGNING OF QUALIFICATIONS:** In order to be considered, all Qualifications must be signed. Please sign the original in blue ink. By signing the response document, the respondent acknowledges and accepts the terms and conditions stated in the Qualification document.
- 1.11 **NO DISCRIMINATION:** Sumner County does not discriminate towards any individual or business on the basis of race, sex, color, age, religion, national origin, disability, or veteran status. The successful firm(s) agrees that they shall comply with all local, state, and federal law, statutes, and regulations including, but not limited to, the Rehabilitation Act of 1973 and the Americans with Disabilities Act.
- 1.12 **FORUM SELECTION:** Any contract will be interpreted under the laws and statutes of the state of Tennessee. Sumner County does not enter into contracts which provide for mediation or arbitration. Any action arising from any contract made from this Qualification shall be brought in the state courts in Sumner County, Tennessee or in the United States Federal District Court for the Middle District of Tennessee.
- 1.13 **NULLIFICATION:** Sumner County may, at any time, nullify the agreement if, in the judgment of Sumner County, the firm(s) have failed to comply with the terms of the agreement. In the event of nullification, any payment due in arrears will be made to the firm(s), but no further sums shall be owed to the firm(s).
- 1.14 **OPEN RECORDS ACT:** After Qualifications are accepted, all Qualifications will be subject to the Tennessee Open Records Act, and the proposals will be available to the public upon written request. Summary information on Qualifications submitted will be posted on the Sumner County Government website at <http://www.sumnertn.org/> under the “Bids” link.
- 1.15 **WAIVING OF INFORMALITIES:** Sumner County reserves the right to waive minor informalities or technicalities when it is in the best interest of Sumner County.

SECTION II SCOPE OF WORK

INTRODUCTION

Sumner County, Tennessee, an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of a professional consultant firm to provide professional services for the evaluation of existing pedestrian facilities within the public right of way and within County facilities, and for the development of an ADA Transition Plan for Sumner County and Sumner County Board of Education.

Services shall include, but not be limited to: Survey and inspection of all pedestrian facilities in the public Right of Way for jurisdiction of Sumner County and within all County buildings and County park facilities to determine compliance with current ADA standards; inspection of all County facilities that are open to the public for compliance with ADA standards. Develop an ADA transition plan to document non-compliant areas or deficiencies, and recommendation for modifications, and to prioritize and schedule the correction of non-compliant areas.

SECTION III CONTENT OF RESPONSES

A cover letter, highlighting the key points of the response, should be submitted. The letter should be executed by the owner / principal or authorized representative of the submitting firm.

In addition to the cover letter, submittals must contain the following information, provided in the order listed below. For joint venture proposals, separately identify the information as to each joint venture member. Concise and direct responses are encouraged.

1. **Table of Contents** – A table of contents referring to specific sections within the response to the RFQ.
2. **Identification** – Provide full legal name of the firm, mailing address, telephone number, fax number, email address and contact person for the firm which will have contractual responsibility for the project. Identify year founded. Identify the number of employees for the firm as a whole, and at the offices where work will be performed. Identify any joint venture partners, or associated firms, with similar information. Note any prior working relationships and list relevant projects. Provide a description or history of the firm(s).
3. **Approach** – Describe the applicant's ADA self-evaluation and transition plan approach. If multiple firms are submitting as part of a single team, clearly identify the specific roles and responsibilities of each firm. Clarity in roles and responsibilities will be a factor in selection. Describe the applicant's process for providing ADA evaluation and transition plan services. Indicate how your firm solicits input and develops plan. Again, if multiple firms are submitting as part of a single team, clearly identify the specific roles and responsibilities of each firm.
4. **Proposed Personnel** – Provide a written description of the key project team members. Show each individual's project function and title.
5. **Resumes** – Provide resumes of each key proposed team member. Highlight relevant experience. Disclose any work that was completed with another firm.

6. **Project Experience** – Provide descriptions, illustrations, photos and other representation material which illustrate the applicant’s experience on other projects of similar nature, size, and complexity that are believed to be particularly relevant to the Sumner County project.
7. **Current Workload Section** – List current projects, stage of completion, and percentage of time to be allocated to those projects. Also include upcoming committed projects.
8. **References** – Provide names, addresses, telephone numbers, email or other contact information for at least five (5) references. Provide the project name(s) and services provided for each reference.
9. **Litigation** – Provide a list of any pending or concluded litigation against the applicant firm(s) within the previous five years.
10. **Additional Information** – Provide any additional information you feel is needed to describe your qualifications for this project.

CONSIDERATION OF RESPONSES

Properly identified responses received on time, and in accordance with the requirements of the RFQ, will be considered for award. Responses not received on time, or otherwise not submitted in accordance with the requirements of the RFQ, will not receive consideration for award.

After all responses have been evaluated, the County will develop a list of respondents for further consideration in the selection. Short-listed respondents will be notified by email. Those respondents not short-listed will not be eligible for further consideration. Those respondents who are short-listed will be required to provide an oral presentation as described below:

Oral Presentation: An oral presentation for short-listed candidates will be announced in writing to the individuals selected. The format for the interviews will be defined at that time. Interviews will be held following notification of the short-list. The County will select the consultant(s) which it believes is the best fit based on a combination of the original responses, references, oral presentations, and other relevant factors.

Final Selection: At this time, the County, at its discretion, may reject all submittals or may negotiate an agreement for services. It is anticipated that the County will negotiate a Stipulated Sum contract with the consultant. If, in the County’s opinion, it is not possible to successfully complete negotiations with the first-ranked firm, the County may, at its sole discretion, elect to terminate those negotiations and proceed with the second-ranked firm, and so on. It is the intent of the County to enter into a contract with the Consultant for the ADA Self-Evaluation and Transition Plan within thirty (30) days of selection.

Rejection of Responses: The County shall have the right to reject any or all responses for any reason at any time, reject a response not accompanied by the information required by the RFQ, or reject a response which is in any way incomplete or irregular, with no liability for cost(s) incurred. Nothing contained in the RFQ shall create any legal right in favor of any respondent or create any liability or obligation on the part of Sumner County.

RFQ SCHEDULE		
Date	Time	Description
February 13, 2020	-----	Advertise in Paper & Release RFQ to County website
February 20, 2020	2:00 PM local time	Deadline for Written Questions
February 24, 2020	5:00 PM local time	County Responses <i>(Not Later Than)</i>
February 28, 2020	2:00 PM local time	Submittals Due

END OF REQUEST FOR QUALIFICATIONS