



WHITE COUNTY, TENNESSEE  
DEPARTMENT OF FINANCE  
COURTHOUSE ROOM 204  
1 EAST BOCKMAN WAY  
SPARTA, TENNESSEE 38583  
PHONE (931)-836-3216 FAX (931)-836-3343  
[finance@whitecountyttn.gov](mailto:finance@whitecountyttn.gov)

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**WHITE COUNTY, TENNESSEE**  
**Request for Qualifications Package**  
*for*  
**Bid Number: 2017-0901-01-002**

**Request for Qualifications for  
Architectural and Engineering Services**

RFQ Opening:  
September 1, 2016  
2:00pm Central Time

Contents:  
Letter to Firms  
Scope of Services  
Advertisement

*Posted for public inspection at  
[whitecountyttn.gov/bids](http://whitecountyttn.gov/bids)*

Chad S. Marcum, CPA  
Director of Finance



WHITE COUNTY, TENNESSEE  
Department of Finance

1 East Bockman Way, Room 204  
Sparta, Tennessee 38583  
P 931.836.3216  
F 931.836.3343  
finance@whitecountyttn.gov

August 15, 2016

Re: Findlay Elementary Renovation/Addition

To Whom It May Concern:

The White County Department of Finance, on behalf of the White County Board of Education, is soliciting qualifications from interested firms for architectural and engineering services in compliance with Tennessee Code Annotated § 12-4-107. The solicited services are being requested to assist in determining, planning, and executing the best course of action for improving the Findlay Elementary School campus facilities.

The selected firm, including any respective sub-consultants, will be responsible for the performance of a full range of planning, design, and construction administration services, including but not limited to the performance of civil, environmental, geotechnical, structural, architectural, mechanical, plumbing, electrical system, and cost estimating services. The firm must be, and must employ professionals, licensed in the State of Tennessee.

All firms interested and capable of meeting the above stated requirements are required to submit a response to this request for qualifications to the White County Department of Finance no later than September 1, 2016 at 2:00pm central time, at which time the responses will be opened.

The response must be enclosed in a sealed envelope and clearly marked as a response to this request. Information may not be submitted via electronic means. Please include one (1) original and nine (9) copies, all of which should be addressed to:

White County Department of Finance  
Attn: Chad S. Marcum  
1 East Bockman Way, Room 204  
Sparta, Tennessee 38583

Please see the enclosed proposed scope of work for this project. Your response should include a profile of your firm, experience and outcomes of previous projects of a similar nature, qualifications of proposed key personnel, and at least three (3) references for whom your firm has performed similar services within the previous five (5) years.

Sincerely,

Chad S. Marcum



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The White County Department of Finance, on behalf of the White County Board of Education, is soliciting written responses to a request for qualifications for architectural and engineering services related to Findlay Elementary School. The selected firm will be responsible for the following proposed scope of services.

**Proposed Scope of Services**

Findlay Elementary School  
576 Hale Street  
Sparta, Tennessee 38583

- Feasibility:
  - Determine the best course of action regarding renovating facilities at the existing campus, building new facilities on the existing campus, or relocating the campus to another property.
- Planning:
  - Assist in planning the overall design and implementation of the determined best course of action, based upon the needs of the school and community. This includes, but is not limited to:
    - Attending and assisting in meetings with educators and administrators for input related to campus and educational needs
    - Meeting with the school board and other concerned parties as deemed necessary for input related to community needs
- Design and Engineering:
  - Perform all aspects of design and engineering services related to the determined best course of action. This includes, but is not limited to:
    - Translation of input and data gathered during planning into the design phase, while remaining conscience of the project budget
    - Production of concept, preliminary, and final drawings
    - Discussion with the school board regarding design and obtain feedback
    - Coordination with the state Fire Marshall's office and other governmental agencies regarding required approvals
- Bidding:
  - Assist in all components of bidding related to the project. This includes, but is not limited to:
    - Creation of all bidding documents and manuals
    - Coordination with contractors regarding distribution of bidding documents
    - Attend and facilitate pre-bid meeting, if determined necessary



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### **Proposed Scope of Services (continued)**

- Construction:
  - Monitor construction progress and adherence to construction plans
    - Perform at least two (2) on-site visits monthly during the entire construction phase
    - Review and certify contractor pay applications monthly
    - Assist in the correction of any issues that arise during construction, including the issuance of necessary change orders or supplemental instructions
    - Act as an advocate on behalf of the county related to contractor issues

This proposed scope of services is not intended to be all inclusive. Services requested may be deleted from or added to the above proposed scope of services at White County's sole discretion.

For questions regarding this scope of work or project, please contact Randy Alley, White County Board of Education Supervisor of Maintenance and Transportation at 931-739-2011 or [randy.alley@whitecoschools.net](mailto:randy.alley@whitecoschools.net).



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## Advertisement for RFQ

White County, Tennessee  
Advertisement for RFQ  
Bid No. 2017-0901-01-002

Take notice that the Director of Finance for White County shall accept sealed written responses to a request for qualifications for architectural and engineering services for the White County Board of Education.

Responses must be submitted to the office of the Director of Finance, Room 204, White County Courthouse, Sparta, Tennessee, 38583, no later than 2:00 P.M. central time, September 1, 2016 at which time the responses will be opened.

Copies of request for qualifications documents may be obtained at [whitecountyttn.gov/bids](http://whitecountyttn.gov/bids)

The owner (White County) further reserves the right to reject any and all responses, to waive any and all informalities and to negotiate contract terms with the successful firm, and the right to disregard all nonconforming, non-responsive or conditional responses.

Chad S. Marcum  
Director of Finance  
Publication Date: 08/15/2016