



REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL ARCHITECTURAL/ ENGINEERING SERVICES

Notice is hereby given that a Request for Qualifications is issued for professional architectural/engineering/planning firms to render complete architectural/engineering and project planning services required for site evaluation, design phases & modification of the current 911 Communications center, located in Wilson County , Tennessee.

The project may include renovation of and/or addition(s) to an existing facility and/or construction of a new facility following consultation with the selected firm. The type of services may include but not be limited to: General Consulting; Funding Procurement and Grant Administration Assistance, Planning and Programming, Engineering Design, Architectural Design, and Associated Services. This project may be separated into a pre-planning phase, and a construction phase, if the Wilson County Emergency Communications District (ECD) determines this is to their benefit.

To be considered, firms must be experienced in providing the type of consulting services for which Request for Qualifications is submitted as well as for this project type. Firms without previous 911 design experience may or may not be considered.

Firms should indicate their interest in providing the requested services by submitting 10 (Ten) paper copies of their Statement Of Qualification (SOQ) on or before 12:00p.m. 4/10/2017, to the attention of Karen Moore. **A SOQ sent by fax, email or other electronic means will not be accepted.** Qualification Statement should be clearly marked, **"Statement of Qualifications"** on the outside of the sealed envelope. The statement of qualifications is not to exceed twenty (20) 8 ½ x 11 pages, exclusive of cover, with content printed on one side only. Do not include oversize or fold-out pages. Statements of Qualification are to be stapled, bound, or in 3-ring binders.

Executive Committee of:

Wilson County ECD will evaluate the submittals and select the firm with whom to negotiate a fee. Qualifications will be evaluated on the basis listed below.

In the event Wilson County ECD cannot sufficiently evaluate the firms from the Statement of Qualifications received, they may request interviews and/or detailed submittals from a group of finalists. However, interviews are optional, and will not be held if a decision can be made based on SOQ information submitted.

1. **Qualifications and competence of the firm.** Provide firm biography including history of years in business. (15%)

2. **Firm's experience in the type of service being sought.** List experience in 911 facility design, emergency services complex systems which includes dispatch, emergency operations centers or other related experience. Firms should provide the name, address and telephone number of the contact person for a minimum of four projects. (40 %)
(Optional: Include names of contractor(s) that such work was performed)

3. **Capability of the firm to perform the desire services.** List key project personnel's professional background, experience and workload. Identify those individuals to be assigned to the project, who at the time of submission, perform the majority of their work from the office location that will be managing this project. Show permanent office location of all other key personnel and show history of successful project performance. (30%)

4. **Firm's approach to providing oversight during construction.** Indicate how construction administration services will be performed and by whom. (15%)

Wilson County ECD reserves the right to waive any informality in the submitted Statement of Qualifications, to reject any and all Statement of Qualifications, or to re-advertise for additional Statements.

All respondents are responsible for costs associated with the preparation of materials in response to this RFQ. **Wilson County ECD assumes no responsibility for such costs.**

Any contact with Wilson County ECD other than emailed questions directly related to preparation of SOQ in response to this RFQ will result in disqualification.

Requests for additional information or specific questions must be received in writing via email no later than 4/5/2017, addressed to Karen Moore @ kmoore@wilson911.org

Completed SOQ are to be submitted to:

**Wilson County Emergency Communications District
1611 W Main St
Lebanon, TN. 37087**