

HUMPHREYS COUNTY, TENNESSEE

REQUEST FOR PROPOSALS

OWNER'S REPRESENTATIVE / CONSTRUCTION PROJECT MANAGEMENT SERVICES

HUMPHREYS COUNTY JAIL / LAW ENFORCEMENT CENTER

RFP No.	2026-JAIL-PM
Issue Date	09/10/2026
Deadline for Questions	09/18/2026 04:30 CDT
Proposal Due and Opened	09/28/2026 02:00 CDT
Interviews	09/30/2026 02:00 CDT
County Contact	Danny Waggoner, County Executive
Delivery Address	Humphreys County Executive's Office 102 Thompson Street, Room 1 Waverly, TN 37185

1. NOTICE AND INVITATION

Humphreys County, Tennessee Government (the "County") invites sealed proposals from qualified firms to provide independent Owner Representative construction management services and oversight for the County Jail and Law Enforcement Center (the "Project") in Waverly, Tennessee. A selected firm will act solely in the County's interest and will provide owner-side oversight of cost, projects, schedules, contracts, changes, project management, contract administration, quality, compliance, documentation, coordination, project closeout, and related matters, including meeting compliance, requirements of Rural Development, an agency and instrumentality of this United States Department of Agriculture, the Project capital lender.

The intent of this procurement is not to replace or duplicate the contractual duties of the Architect and Contractor/Construction Manager now in place, or other project participants. The selected consultant will independently review, monitor, coordinate, advise, document, and make recommendations to the County Executive as chief fiscal agent of the County General Government.

The County intends this solicitation to constitute a written Request for Proposals for construction management agent/advisor services to the extent applicable under Tenn. Code Ann. § 12-4-107, as amended. It is not a request for proposal of construction management-at risk services.

2. PURPOSE OF THE ENGAGEMENT

County seeks an experienced construction project management professional or firm whose primary duty will be to protect the County's financial, contractual, operational, and regulatory interests throughout the remaining construction and closeout of the Project.

- Evaluate and report on project contracting and activities prior to this time.
- Provide independent, technically competent owner's-side on-site representation.
- Create disciplined controls for change orders, potential changes, contingencies, allowances, pay applications, and total Project cost.
- Monitor Project schedules and identify delays, critical decisions, and recovery needs early.
- Coordinate with the County Executive, Humphreys County Sheriff, Cope Associates, Inc. (Architect), Bell & Associates Construction, LLC (Contractor), Tennessee Corrections Institute (TCI), State Fire Marshal, City of Waverly Codes Officer, testing/inspection agencies, utilities, consultants, and other stakeholders.
- Protect final jail certification and operational requirements to facilitate changes affecting detention, security, life-safety, staffing, inmate movement, or operations with appropriate review before Project completion.
- Maintain a complete, County-controlled record of Project decisions, changes, costs, schedule impacts, approvals, inspections, and closeout documents.
- Make recommendations for honoring Project payment requests.

3. PROJECT BACKGROUND AND CONTRACTUAL FRAMEWORK

The Project is the Humphreys County Jail / Law Enforcement Center at 112 Sam Stockard Drive, Waverly, Tennessee 37185. The Project includes a new law enforcement center with Sheriff's administrative offices, detention/intake functions, and associated site and building systems.

Cope Associates, Inc. is the Architect under an AIA Owner-Architect Agreement. Bell & Associates Construction, LLC is the Construction Manager at Risk constructor.

The selected Owner's Representative will be expected to become thoroughly familiar with all executed Project agreements and modifications, including the Owner-Architect agreement, the Owner-Construction Manager constructor agreement, the GMP Amendment, AIA A201 General Conditions, drawings, specifications, addenda, approved value engineering, allowances, contingencies, procurement records, change orders, construction change directives, RFIs, submittals, schedules, pay applications, and other contract documents.

Because the Project has experienced material early change activity, the first assignment of the selected consultant will include a retrospective independent review and reconciliation of all approved, pending, and

potential changes from establishment of the GMP through the consultant's Notice to Proceed. As Owner's Representative any changes that authorize increase in GMP will require justification from the Architect and Contractor and approval of County Executive.

4. APPLICABLE REQUIREMENTS

The selected consultant shall perform services consistent with all applicable requirements, including, as applicable:

- Tenn. Code Ann. § 12-4-107, including requirements governing procurement and performance of construction management agent/advisor services.
- The County Purchasing Law of 1983, Tenn. Code Ann. §§ 5-14-201 et seq., and any applicable Humphreys County purchasing resolutions, procedures, and policies.
- Tenn. Code Ann. § 41-4-140 and the Tennessee Corrections Institute Minimum Standards for Local Correctional Facilities, Chapter 1400-01, as amended.
- Applicable State Fire Marshal requirements; building, fire, accessibility, health, safety, and other codes having jurisdiction.
- The executed Contract Documents for the Project, the GMP Amendment, drawings, specifications, addenda, and properly executed modifications.
- Applicable public records, conflicts of interest, non-discrimination, contractor licensing, and other Tennessee laws.

5. SCOPE OF SERVICES

The following scope is intended to describe the minimum services expected. Proposers are encouraged to identify additional tasks that materially strengthen cost control, schedule control, compliance, documentation, or protection of the County's interest.

5.1 Project Mobilization and Independent Baseline Assessment

Within twenty (20) business days after Notice to Proceed, the selected consultant shall complete and present an Owner's Baseline Assessment. At minimum, the assessment shall:

- Review all executed project contracts, amendments, insurance and bond requirements, GMP documents, allowances, contingencies, alternates, unit prices, savings provisions, fee/markup provisions, and schedule requirements.
- Reconcile the original GMP to the current authorized Contract Sum and identify every approved Change Order, Construction Change Directive, pending change proposal, potential change, credit, allowance draw, contingency draw, and unresolved cost exposure.
- Review existing change-order backup for scope entitlement, duplication, quantity, labor, material, equipment, subcontractor pricing, markups, Construction Manager fee, credits, schedule impact, and compliance with the Contract Documents.
- Categorize known changes by cause, including owner-directed change, unforeseen condition, design clarification, design error/omission, Code/TCI requirement, substitution, contractor means/methods, scope included in the GMP, or other appropriate category. Classification is for project-control purposes and is not a legal determination of liability.
- Review the current master schedule, baseline schedule, schedule updates, critical path, procurement schedule, submittal/RFI logs, and any time-extension requests or notices.
- Review status of permits, State Fire Marshal reviews, TCI plan reviews/approvals, inspections, testing, and other governmental approvals.
- Identify material cost, schedule, quality, compliance, documentation, coordination, procurement, and claims risks.
- Establish a County-controlled master Project budget, forecast-to-complete, change log, potential-change log, decision log, risk register, and milestone schedule.
- Provide a written priority action plan identifying matters requiring County decisions within the next 30, 60, and 90 days.

5.2 Owner Representation and Stakeholder Coordination

- Serve as the County's primary owner-side Project management and oversight representative, subject to the authority limitations in this RFP and the final contract.
- Coordinate with the County Executive or designee, County Jail Committee as directed, County Sheriff, Architect, Construction Manager constructors, TCI, State Fire Marshal, testing/inspection firms, utilities, consultants, and other stakeholders.
- Maintain clear lines of responsibility and prevent informal directions or decisions from bypassing required contractual approval processes.
- Track all action items and owner decisions to closure and immediately identify decisions that may affect cost, schedule, security, operations, or compliance.
- Attend weekly Owner-Architect-Contractor/Construction Manager Jail Committee meetings and other Project meetings as required.
- Conduct separate owner-side coordination meetings with County personnel as necessary to prepare decisions before Project-team meetings.

5.3 Cost Management and Budget Control

- Maintain an independent total Project budget that distinguishes construction contract value, approved changes, pending changes, allowances, contractor contingency, owner contingency, soft costs, testing, furniture/fixtures/equipment, technology/security systems, and other project costs.
- Maintain a forecast at completion and identify projected budget variance before commitments are made.
- Verify application of contractual fees, overhead, profit, markups, unit prices, allowances, contingencies, credits, and savings provisions.
- Review cost proposals and, when appropriate, prepare an independent cost check using quantity takeoffs, market pricing, historical data, or specialty estimating support.
- Identify opportunities for credits, avoidance of duplicate charges, recovery of unused allowances/contingencies, and other savings to the County.
- Review proposed value-engineering items for first cost, life-cycle cost, durability, maintenance, staffing/operations, security, Code/TCI compliance, warranty, and schedule effect.

5.4 Change Order and Change Management

No change shall be recommended to the County for approval unless the consultant has received sufficient supporting documentation to evaluate entitlement, price, and time impact. For each proposed change, the consultant shall:

- Determine whether the proposed work is already included in the Contract Documents, GMP, allowances, contingency, bid packages, or other existing scope.
- Review the factual basis and contractual basis for the change.
- Review itemized labor, material, equipment, subcontractor, tax, bond, insurance, overhead, profit, and fee components and verify contractual markups.
- Confirm that deductive changes and credits are fully captured.
- Assess direct and indirect schedule impact, including critical-path effect and whether additional time is justified.
- Identify required County Sheriff, Architect, TCI, State Fire Marshal, County Executive, or other approvals before implementation.
- Issue a written recommendation to approve, reject, negotiate, defer, or return for additional information.
- Maintain a log showing requested amount, recommended amount, approved amount, cumulative Contract Sum, funding source, reason/category, schedule effect, and status.

Special protection for detention/security changes. No value-engineering item, substitution, field change, or cost-reduction proposal affecting detention hardware, security electronics, locking/control systems, life safety, inmate classification/separation, staffing, sightlines, inmate movement, intake/release, medical, visitation, recreation, sally ports, emergency power, fire protection, or other TCI/operational requirements shall be recommended for County approval without documented review by County Sheriff, the Architect, and TCI/authority having jurisdiction as appropriate.

5.5 Schedule Management

- Review the accepted baseline construction schedule and each schedule update for logic, sequencing, durations, critical path, float, procurement, submittals, testing, commissioning, owner decisions, and turnover activities.
- Compare actual progress to planned progress and identify slippage, emerging critical paths, and required recovery measures.
- Review look-ahead schedules and confirm consistency with the master schedule.
- Evaluate Contractor requests for extensions of time and prepare written recommendations to the County Executive.
- Track the effect of RFIs, submittals, design clarifications, changes, owner decisions, weather, procurement, and inspections on schedule.
- Require and evaluate recovery schedules when progress materially falls behind.

5.6 Field Observation, Quality, and Progress Verification

The consultant shall maintain a physical presence on the Project sufficient to independently understand progress, verify reported conditions, and protect the County's interests. Proposers shall include a recommended staffing plan. At minimum, the County expects multiple site visits each week during active construction, with increased presence during critical activities, major inspections, detention/security installation, commissioning, testing, punch-list work, and turnover.

- Observe work in progress and compare generally with the Contract Documents; promptly document apparent deficiencies, incomplete work, defective work, nonconforming materials, or conditions requiring Architect/Construction Manager constructor action.
- Maintain dated field reports and photographic documentation.
- Verify reported percent complete for use in review of pay applications.
- Track testing, special inspections, commissioning, deficiency reports, corrective action, and closure.
- Monitor whether approved substitutions and changes are incorporated into field work and record documents.
- Immediately notify the County Executive of material quality, safety, security, schedule, cost, or compliance concerns. The consultant will not control contractor means, methods, sequences, or safety programs.

5.7 Payment Application and Financial Review

- Review each Contractor pay application, schedule of values, continuation sheets, approved changes, stored materials, retainage, and supporting documentation before County payment.
- Compare billed progress to field observations and the Architect's certification responsibilities.
- Confirm that unapproved or unsupported changes are not improperly billed.
- Identify overbilling, front-loading, duplicate billing, unsupported stored-material charges, or other discrepancies.
- Provide the County a written payment recommendation identifying any amount recommended for withholding or further review.
- The consultant's review shall supplement, not replace, the Architect's contractual review and certification duties.

5.8 TCI, Code, Permit, and Regulatory Coordination

- Maintain a compliance matrix for TCI, State Fire Marshal, permits, required inspections, testing, certificates, and other authorities having jurisdiction.
- Track submissions, review comments, approvals, required resubmissions, and closure.
- Confirm that design or construction changes affecting TCI standards or certification are routed through the Architect and reviewed by TCI as appropriate before irreversible work is performed.
- Coordinate with County Sheriff to preserve operational requirements and transition needs.
- Immediately advise the County Executive and County Sheriff of any issue that could jeopardize jail certification, certificate of occupancy, life safety, security, or lawful operation.

5.9 RFI, Submittal, and Document Control

- Monitor RFI and submittal logs for aging, bottlenecks, late responses, resubmittals, and schedule impact.
- Confirm that RFIs are not being used to obtain compensation for scope already required by the Contract Documents.
- Track Architect's Supplemental Instructions, Proposal Requests, Construction Change Directives, substitutions, and other document modifications.
- Maintain a County-controlled electronic project record organized by contract, budget, change, schedule, meeting, inspection, testing, payment, compliance, and closeout categories.
- Ensure final logs and records are delivered to the County in editable and PDF formats.

5.10 Reporting and County Communication

At minimum, the selected consultant shall provide:

- Weekly written status report summarizing work in place, site observations, schedule status, upcoming milestones, RFIs/submittals, changes, decisions needed, risks, photographs, and action items.
- Monthly executive report showing original GMP, current Contract Sum, approved changes, pending changes, potential changes, contingency/allowance status, forecast at completion, payments to date, schedule status, critical risks, TCI/code status, and decisions required.
- Monthly presentation to the County Executive/Commission/Jail committee when requested.
- Immediate written notice of any event that may cause material cost growth, delay, claim exposure, noncompliance, security risk, or inability to achieve substantial completion.

5.11 Claims, Disputes, and Documentation Support

- Maintain contemporaneous records sufficient to support the County in evaluating notices, claims, time-extension requests, disputed changes, defective work, or other contract issues.
- Prepare factual chronologies, cost/schedule summaries, and document indexes when requested by the County or County Attorney.
- Participate in claim-resolution meetings and provide technical analysis within the consultant's expertise.
- The consultant will not provide legal services or make legal conclusions unless separately licensed and expressly authorized.
- Observe confidential and privileged communications with County Attorney.

5.12 Closeout, Commissioning, Turnover, and Warranty

- Coordinate and track substantial completion, punch lists, corrections, final inspections, TCI/Fire Marshal/authority approvals, certificate of occupancy, final completion, and acceptance.
- Review closeout requirements and verify receipt of as-built/record documents, O&M manuals, warranties, attic stock/spares, training records, test reports, commissioning reports, certifications, keys, access credentials, software licenses, and equipment documentation.
- Coordinate County Sheriff staff training, system demonstrations, security/control system turnover, and operational readiness.
- Prepare final project cost reconciliation and final report comparing original budget/GMP to final cost, including a complete change-order history and lessons learned.
- Conduct or coordinate warranty reviews at approximately 6 months and 11 months after substantial completion, subject to final contract term.

6. LIMITATIONS OF AUTHORITY AND INDEPENDENCE

The selected consultant shall:

- Act exclusively in the interest of County for this engagement.
- Have no authority to execute contracts, Change Orders, Construction Change Directives, amendments, pay applications, or other documents that bind the County unless the County Executive expressly delegates such authority in writing.

- Not direct the contractors, subcontractors or control construction means, methods, techniques, sequences, procedures, or safety programs.
- Not perform the Architect's professional design, code interpretation, shop-drawing approval, or certification duties unless separately licensed and expressly retained for such additional services.
- Not undertake actual construction work on the Project except as may be expressly permitted by Tennessee law; the County's intent is that the Owner's Representative remain independent from Architect Services construction contracting on Project.
- Disclose all current and recent business relationships with Cope Associates, Bell & Associates Construction, project subcontractors, major suppliers, detention-equipment vendors, testing firms, and other known project participants.
- Accept no compensation, referral fee, rebate, gift, or other financial benefit from any other Project participant.

7. REQUIRED DELIVERABLES

Timing	Deliverable
Within 5 business days of NTP	Kickoff meeting; document request list; communication protocol; initial risk/decision list.
Within 20 business days of NTP	Owner's Baseline Assessment, cost/GMP reconciliation, schedule assessment, change-order audit, compliance status, 30/60/90-day action plan.
Weekly	Field/status report with photographs, action items, schedule, changes, RFIs/submittals, inspections, and decisions needed.
Monthly	Executive cost/schedule/risk/compliance report and updated forecast at completion.
Each pay application	Written payment review and recommendation.
Each proposed change	Written change review and recommendation before County approval, except documented emergency circumstances.
At substantial/final completion	Punch-list/closeout tracking, final cost reconciliation, document turnover, and final project report.
Warranty period	Warranty review reports as authorized.

8. MINIMUM / PREFERRED QUALIFICATIONS

Proposals should demonstrate the following:

- Firm and proposed personnel hold all Tennessee licenses required for the services proposed. The proposer shall identify the basis on which it qualifies to perform construction management agent/advisor services under Tenn. Code Ann. § 12-4-107(b)(2), if applicable.
- Substantial experience providing owner representative, construction management advisor, program management, or similar services for public-sector construction.
- Demonstrated correctional-facility experience. Experience with Tennessee county jails and TCI requirement strongly preferred.

- Demonstrated experience with Contractor/CM-at-Risk delivery, GMP contracts, AIA A133/A201 contract administration, change-order analysis, pay application review, schedule analysis, and closeout.
- Experience reviewing security, detention, life-safety, MEP, technology, and operationally complex public facilities.
- Ability to provide adequate onsite presence in Waverly, Tennessee throughout active construction.
- Demonstrated independence, professional judgment, documentation discipline, and ability to communicate with elected officials, law enforcement, architects, contractors, regulators, and the public-sector owner.

9. PROPOSAL CONTENT AND FORMAT

Proposals should be concise, specific to the Project, and organized in the order below. Marketing materials may be included only when directly relevant. County may reject proposals that fail to provide material requested information.

A. Cover Letter. Signed by an authorized representative; identify legal entity, office location, primary contact, and acknowledgement of addenda.

B. Firm Qualifications. Firm history, Tennessee licenses, relevant professional registrations, ownership, office locations, staffing, and description of owner representative/construction management services.

C. Relevant Project Experience. Up to five projects completed or substantially completed in the last ten years, prioritized by relevance. Include at least one correctional/jail project if available. For each: owner, location, facility type, delivery method, construction value, scope, original/final cost, original/final schedule, change-order experience, personnel, and owner reference.

D. Key Personnel. Organization chart; resumes for proposed Project Executive, lead Project Manager/Owner's Representative, cost/change specialist, scheduler, and other key staff. Identify percentage of time and anticipated onsite presence.

E. Project Approach and Work Plan. Describe how the team will execute Sections 5.1-5.12, including first-20-day transition plan, change-order controls, pay-app review, schedule controls, TCI/County Sheriff coordination, document control, reporting, and closeout.

F. Initial Risk Assessment. Based on the RFP and available Contract Documents, identify the five to ten most important risks the proposer expects to evaluate immediately and how it would protect the County.

G. Independence / Conflict Disclosure. Disclose all current or past-five-year business relationships with Cope Associates, Bell & Associates Construction, and known major project participants. Describe safeguards to ensure independent recommendations.

H. References. At least three owner references for comparable projects. At least one reference should be a county or other public owner if available.

I. Litigation / Claims / Terminations. Disclose material litigation, professional claims, license discipline, contract termination for default, or similar matters during the past five years relevant to the firm's ability to perform.

J. Fee Proposal. Submit the completed Fee Proposal Form in Appendix B in a separate sealed envelope marked 'FEE PROPOSAL' or, for electronic submissions if authorized by addendum, as a separate file.

K. Exceptions. Identify all requested exceptions to this RFP or anticipated County contract terms. Silence will be interpreted as no material exception.

10. FEE PROPOSAL

County seeks transparent compensation aligned with independent owner-side oversight. County strongly prefers a fixed-fee or not-to-exceed structure and will not accept a fee calculated as a percentage of construction cost.

- State a fixed monthly fee and estimated total not-to-exceed fee for base services through substantial completion and closeout.

- State the level of onsite presence and staffing included in the base fee.
- Provide hourly billing rates for key personnel for any additional services specifically authorized in writing.
- Identify reimbursable expenses, if any, and any proposed cap or markup. Unspecified reimbursables will be considered included in the fee.
- Provide optional pricing for increased/full-time onsite presence if requested by the County.
- All fees shall include routine travel to the Project site unless clearly identified otherwise.

11. EVALUATION AND SELECTION

Proposals will be evaluated by County Executive, Sheriff and/or selection committee. The County may shortlist firms, conduct interviews, request clarifications, verify references, and negotiate final scope and compensation with the highest-ranked proposer. Cost will not be the sole criterion. Award will be made to the best qualified and responsive proposer, subject to required County approvals.

Evaluation Factor	Points
Relevant correctional/public-sector project experience	20
Qualifications and experience of proposed key personnel	20
Project approach, transition plan, and understanding of County's needs	20
Cost/change-order, budget, schedule, and documentation controls	15
Tennessee/TCI, jail operations, CMc/GMP, and AIA contract experience	10
Independence, conflicts, availability, and onsite staffing plan	5
References / past performance	5
Fee and overall value	5
TOTAL	100

The County reserves the right to adjust interview scoring or request a best-and-final offer, provided all shortlisted proposers are treated consistently. The County may also reject a technically deficient proposal regardless of fee.

12. CONTRACT TERM AND ANTICIPATED LEVEL OF EFFORT

The anticipated term will begin upon execution and Notice to Proceed and continue through final completion and project closeout, with optional warranty-period services. The selected consultant shall remain available through resolution of open change, claim, payment, inspection, certification, commissioning, and closeout items.

Proposers shall describe the onsite/remote staffing model they recommend. The County expects multiple site visits per week during active construction and the ability to increase to near-full-time or full-time presence during critical periods if requested.

13. INSURANCE

Prior to contract execution, the selected consultant shall provide certificates evidencing at least the following, unless modified by the County in the final contract:

Coverage	Minimum Limit
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Commercial General Liability	\$1,000,000 each occurrence / \$2,000,000 aggregate
Automobile Liability	\$1,000,000 combined single limit
Workers' Compensation	Statutory Tennessee requirements
Employers' Liability	\$500,000 each accident/disease
Professional / Errors & Omissions Liability	\$2,000,000 per claim / aggregate
Umbrella / Excess Liability	\$2,000,000

County shall be named as an additional insured on applicable liability policies, excluding professional liability and workers' compensation, and coverage shall be primary/noncontributory to the extent commercially available. County reserves the right to require different limits based on the final scope and risk allocation.

14. GENERAL TERMS AND CONDITIONS

Reservation of Rights. County may reject any or all proposals; waive minor informalities; cancel or reissue the RFP; request additional information; negotiate scope and fee; and award in County's best interest, subject to applicable law.

No Guarantee of Award. Issuance of this RFP does not obligate County to award a contract or reimburse proposal costs.

Addenda. Only written addenda issued by County may modify this RFP. Proposers are responsible for confirming receipt of all addenda.

Public Records. Proposal materials and resulting records may be subject to the Tennessee Open Records Act. Proposers should clearly identify material claimed to be confidential under applicable law, but the County cannot guarantee confidentiality beyond what the law permits.

Security-Sensitive Information. The consultant shall protect detention/security drawings, control-system information, access information, and other sensitive project materials from unauthorized disclosure and shall follow County/County Sheriff directions and applicable law.

Conflicts of Interest. The selected consultant shall maintain independence and immediately disclose any actual or potential conflict that arises during the engagement.

Subconsultants. All material subconsultants must be identified in the proposal or approved by County before use. The prime consultant remains fully responsible for their work.

Personnel Continuity. County is selecting the proposed team. Replacement of the lead Project Manager or other key personnel requires prior County approval.

Ownership of Work Product. Project records, reports, logs, cost models, schedules, photographs, and other work product prepared specifically for County shall be delivered to County and available in editable native format and PDF, subject to final contract terms.

Non-Boycott of Israel. If applicable based on contract value and contractor size, the final contract will include the certification required by Tenn. Code Ann. § 12-4-119.

Equal Opportunity/Title VI. County is an equal opportunity provider and employer and complies with applicable federal and state non-discrimination requirements, including Title VI of the Civil Rights Act of 1964.

Governing Law. The final contract will be interpreted and governed under Tennessee law. Venue will be in County for resolutions and disputes.

15. QUESTIONS, COMMUNICATIONS, AND ADDENDA

All questions concerning this solicitation must be submitted in writing to the County Executive shown on the cover page by the stated deadline. To preserve a fair procurement process, proposers shall not seek project-

specific procurement information from County Commissioners, Sheriff personnel, Cope Associates, Bell & Associates Construction, nor other evaluation participants outside the process established in this RFP. County may disqualify a proposer for improper communications.

Answers that materially affect the solicitation will be issued by written addendum to all known proposers and/or posted with the RFP.

16. SUBMISSION REQUIREMENTS

Unless modified by addendum:

- Submit one (1) signed original and one (1) copy of the technical proposal, plus one electronic copy on USB drive.
- Submit the Fee Proposal separately in a sealed envelope marked 'FEE PROPOSAL - OWNER'S REPRESENTATIVE / JAIL PROJECT.'
- Clearly mark the outer package: 'RFP - OWNER'S REPRESENTATIVE / NEW JAIL PROJECT.'
- Deliver to: Humphreys County Executive's Office, 102 Thompson Street, Room 1, Waverly, TN 37185.
- Proposals must be received no later than October 1, 2026 at 2:00 PM Central Time. Late proposals will not be accepted.
- County is not responsible for delays caused by mail, courier, weather, or other delivery service.

Proposals received by the deadline will be publicly opened at the time and place stated on the cover. The opening may be limited to identifying proposers, technical scoring and deliberation will occur as may be announced in accordance with applicable law and County procedures.

APPENDIX A - PROPOSAL EVALUATION SCORE SHEET

Criterion	Max	Score	Evaluator Notes
1. Relevant correctional/public-sector project experience	20		
2. Key personnel	20		
3. Project approach and transition plan	20		
4. Cost, change-order, and schedule controls	15		
5. TCI / jail operations / AIA CMc experience	10		
6. Independence and onsite staffing	5		
7. References / past performance	5		
8. Fee / overall value	5		
TOTAL	100		

APPENDIX B - FEE PROPOSAL FORM

Proposer: _____

Lead Project Manager: _____

Assumed Notice to Proceed: _____

Fee Component	Proposed Fee
Base monthly fee - active construction	\$_____ / month
Estimated months of active construction included	_____ months
Base monthly fee - closeout period	\$_____ / month
Estimated closeout months included	_____ months
Total not-to-exceed base fee	\$_____
Optional increased/full-time onsite PM rate	\$_____ / week or month
Reimbursable expense cap, if any	\$_____

Included onsite staffing/presence:

Routine travel included? Yes ____ No ____ If no, explain:

Hourly Rates for Authorized Additional Services

Personnel / Classification	Hourly Rate
Project Executive	\$_____ / hr
Lead Project Manager / Owner's Representative	\$_____ / hr
Assistant Project Manager	\$_____ / hr
Cost Estimator / Change Analyst	\$_____ / hr
Scheduler	\$_____ / hr
Field Inspector	\$_____ / hr
Detention / Security Specialist	\$_____ / hr
Administrative / Document Control	\$_____ / hr
Other: _____	\$_____ / hr

Certification. The undersigned certifies that the fees above are complete for the services stated, that no undisclosed percentage-of-construction-cost fee or third-party compensation applies, and that the signer is authorized to bind the proposer.

Authorized Signature: _____ Date: _____

Printed Name/Title: _____

APPENDIX C - REQUIRED DISCLOSURES AND CERTIFICATIONS

C-1. Tennessee Licensure

Identify the proposer’s applicable Tennessee licenses and the statutory basis for providing the proposed services:

License / Classification / Number: _____

License / Classification / Number: _____

License / Classification / Number: _____

License / Classification / Number: _____

C-2. Independence and Conflict Disclosure

List all contracts, joint ventures, teaming relationships, ongoing work, or other material business relationships during the past five years with Cope Associates, Inc.; Bell & Associates Construction, LLC; and any known major subcontractor, detention-equipment/security vendor, testing firm, or project consultant. Attach additional pages if needed.

The proposer certifies that it will not accept compensation or financial benefit from any other Project participant in connection with this engagement.

Authorized Signature: _____ Date: _____

C-3. Non-Collusion

The proposer certifies that this proposal has been prepared independently and without collusion, consultation, communication, or agreement with any other proposer for the purpose of restricting competition or fixing prices, terms, or conditions.

Authorized Signature: _____ Date: _____

C-4. Non-Boycott of Israel (if applicable)

If Tenn. Code Ann. § 12-4-119 applies to the resulting contract, the proposer certifies that it is not currently engaged in, and will not for the duration of the contract engage in, a boycott of Israel as defined by that statute.

Authorized Signature: _____ Date: _____

C-5. Addenda Acknowledgment

Addendum No. _____ Date _____ Addendum No. _____ Date _____

Addendum No. _____ Date _____

APPENDIX D - PROJECT REFERENCE FORM

Project Name

Owner / Agency

Location

Facility Type / Size

Construction Value

Delivery Method (CMc/CMAR/DBB/etc.)

Services Provided

Original Contract / Final Contract Cost

Original Schedule / Actual Completion

Change Order Experience / Net Change

Proposed Personnel Who Worked on Project

Owner Reference Name / Title

Phone / Email

Briefly describe the most significant cost, schedule, change-order, or compliance challenge on this project and how your team handled it:

APPENDIX E - PUBLIC NOTICE / NEWSPAPER ADVERTISEMENT

PUBLIC NOTICE - REQUEST FOR PROPOSALS (RFP)

OWNER'S REPRESENTATIVE / CONSTRUCTION PROJECT MANAGEMENT SERVICES HUMPHREYS COUNTY JAIL / LAW ENFORCEMENT CENTER

Humphreys County Government requests sealed proposals from qualified firms to provide independent Owner's Representative and construction project management services for the County's new jail / law enforcement center project in Waverly, Tennessee. The selected firm will provide owner-side oversight of project cost, schedule, change management, contract administration, quality, regulatory/TCI coordination, documentation, and project closeout.

A request for proposal document with requirements, and submission instructions may be obtained from the Humphreys County Executive's Office, 102 Thompson Street, Room 1, Waverly, TN 37185, during normal business hours, by calling 931-296-7795, by email at agunderson@humphreyscountyttn.gov or at <https://www.humphreyscountyttn.gov/>.

Sealed proposals must be clearly marked "RFP - OWNER'S REPRESENTATIVE/JAIL PROJECT" and delivered to the Humphreys County Executive's Office no later than September 28, 2026 at 2:00 PM Central Time, at which time proposals will be publicly opened.

Proposals will be evaluated based on relevant experience, qualifications of proposed personnel, project approach, cost/change/schedule controls, Tennessee/TCI and correctional-facility experience, independence, references, and fee/overall value. Cost will not be the sole criterion. Award will be made to the best qualified and responsive proposer, and solely subject to required County approvals.

Humphreys County reserves the right to reject any and all proposals, waive minor informalities, and accept the proposal deemed to be in the best interest of the County. Humphreys County is an equal opportunity provider and employer and complies with Title VI of the Civil Rights Act of 1964.

APPENDIX F - OWNER'S BASELINE ASSESSMENT CHECKLIST

The selected consultant's initial review should, at minimum, address the following records and controls:

- ☐ Executed Owner-Architect agreement and amendments
- ☐ Executed Owner-Construction Manager agreement and amendments
- ☐ GMP Amendment and all GMP backup / bid packages
- ☐ AIA A201 General Conditions and supplementary conditions
- ☐ Drawings/specifications/addenda and conformed set
- ☐ Approved value engineering, substitutions, alternates, unit prices
- ☐ Owner contingency / CM contingency / allowances / savings provisions
- ☐ All approved Change Orders and Construction Change Directives
- ☐ All pending change proposals and potential change notices
- ☐ RFI log and aging analysis
- ☐ Submittal log and aging analysis
- ☐ Baseline and current master schedule / look-aheads
- ☐ Payment applications / schedule of values / stored materials
- ☐ Testing, special inspection, commissioning, and deficiency logs
- ☐ TCI plan review comments / approvals / correspondence
- ☐ State Fire Marshal review / permits / inspection status
- ☐ Other permits and authorities having jurisdiction
- ☐ Meeting minutes / action items / owner decision log
- ☐ Insurance / bonds / certificates / required notices
- ☐ Claims, notices, reservations of rights, disputed items
- ☐ Closeout requirements and turnover plan

The Baseline Assessment should conclude with a concise 'County Exposure Summary' showing: (1) current authorized cost; (2) pending and potential cost exposure; (3) remaining allowances/contingencies; (4) schedule variance and critical milestones; (5) unresolved compliance/approval items; (6) top ten risks; and (7) decisions required from the County.