

REQUEST FOR QUALIFICATIONS

Furniture, Fixtures & Equipment

for the

Sevier County PBA:
Sevier County
Emergency Management Facility

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SECTION I – INTRODUCTION AND PROJECT OVERVIEW

A. Project Description

The Emergency Management Facility for Sevier County is a phased project with both renovation and new construction containing Community Operations, 911 Offices, Medical Examiner Offices, Fire and Rescue, Emergency Management, Operations, and public spaces. Sevier County PBA (County) is seeking proposals from qualified firms interested in providing services for Furniture, Fixtures & Equipment (FF&E) for the County's Emergency Management Facility. This project is in Sevierville, Tennessee. BarberMcMurry is the Architect and D & S Builders LLC is the Construction Manager for the County's Emergency Management Facility.

This project is funded in whole or in part with federal funds provided through the American Rescue Plan Act (ARPA). All contractors and subcontractors must comply with all applicable federal laws, regulations, executive orders, and ARPA requirements.

B. Project Goals

The objective of the project is to create a functional, aesthetically pleasing space, and enhance the quality of work life while staying within budget. The budget for FF&E is \$600,000. Refer to the attached plan for the full scope of furniture required.

Section II VENDOR QUALIFICATIONS

A. Company Information

The vendor shall provide its legal name, address, contact information, and a brief description of the company and its experience in FF&E projects.

B. Key Personnel

The vendor shall provide resumes of the project coordinator (manager) and lead installer planned to be used for this project. The resumes shall be included in the RFQ. The Vendor shall maintain the same project manager and lead installer throughout the course of the entire project. If a personnel change is required, the Vendor will notify the Owner and/or Owner's representative and the General Contractor 30 calendar days prior to the change.

C. Experience and Expertise

The vendor shall demonstrate experience with similar FF&E projects, including project details, client names, and contact information for references. The vendor must have a pre-negotiated contract within the state of Tennessee.

D. Relevant Projects

The vendor shall provide proof that it has been in the FF&E business for a period of no less than five years and has completed projects of similar size and scope. The vendor shall provide three examples of past FF&E projects including project name, location, and brief description.

E. Project Deliverables

The vendor shall provide project plans, presentations, specifications, schedules, deliver final product, and install.

Section III PROJECT REQUIREMENTS AND SPECIFICATIONS

A. Design Criteria

The FF&E shall be functional, durable, and match the aesthetic of the architectural design.

B. Project Timeline

Construction is scheduled to be completed August 2026. The vendor must deliver furniture by the end of July 2026. The vendor shall provide a schedule for the FF&E project, including milestones and deadlines.

C. Quality Standards

FF&E must adhere to BIFMA standards. All fabrics must meet ASTM's textile standards.

SECTION IV – EVALUATION CRITERIA

The PBA reserves the right to determine the best proposal based on the following:

- Experience and Expertise
- Past Performance
- Capacity and Resources
- Familiarity with the Project

SECTION V – SUBMITTAL INSTRUCTIONS

A. Submission Format

A complete, concise, and professional response to this RFQ will enable PBA to identify the vendor who will provide the best installation of the documented FF&E design and will be indicative of the level of the vendor's experience and commitment to the proposed project. Proposals must demonstrate that the approach and design plan for the project will allow for a successful installation. The vendor shall provide a PDF of the RFQ response. A digital PDF file of the response must be submitted by email no later than July 16, 2025, at 5pm to the contact located on the cover sheet of this RFQ.

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PRELIMINARY PACKAGE:
NOT FOR
CONSTRUCTION

PROJECT NAME:
**SEVIER COUNTY
EMERGENCY
OPERATIONS
CENTER**

PROJECT OWNER:
SEVIER COUNTY
1856 JACK DELOZIER DRIVE
SEVIERVILLE, TN 37876

FURNITURE PLAN

F101