MOUNT CARMEL

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Request for Qualifications

Professional Architectural and Engineering Services

124 Main Street W. – Police Department Interior Renovation Project

RFQ# 26-002

Due Date/Time:
December 14, 2026, at 10:00 AM EST

Town of Mount Carmel
100 E. Main Street
Mount Carmel, Tennessee 37645
(423) 357-7311

www.mountcarmeltn.gov

I. Project Summary

The Town of Mount Carmel, Tennessee (the "Town"), is soliciting statements of qualifications from qualified architectural and engineering firms to provide professional planning, design, construction documentation, bidding assistance, and construction administration services for the proposed renovation of an existing commercial building located at 124 Main Street West, Mount Carmel, Tennessee 37645.

The Town intends to renovate the property primarily for use as the Mount Carmel Police Department, with the potential to accommodate additional municipal functions and storage needs.

The project will focus on interior renovations, space planning, building systems improvements, and modifications necessary to accommodate law enforcement operations. Roofing, exterior painting, soffits, fascia, gutters, and related exterior building improvements are being addressed separately and are not included in the anticipated scope of this engagement.

The selected firm will be expected to collaborate with Workspace Interiors, the Town's designated interior consulting firm, as well as qualified specialists in police department facility design, security, and applicable compliance requirements.

Selection will be based on qualifications, experience, location, technical capabilities, and project approach. Professional fees will be negotiated following selection in accordance with applicable Tennessee law.

II. General Information

The Town of Mount Carmel is located in Hawkins County, Tennessee, and has a population of approximately 5,500 residents. The Town provides a variety of municipal services including police, fire, wastewater, parks and recreation, public works, and administrative support functions.

A seven-member Board of Mayor and Aldermen set policies for the operation of the Town. Both the Mayor and Aldermen are elected on a nonpartisan basis and serve staggered four-year terms. A Vice-Mayor is selected by the board, from the six aldermen currently serving. The Mayor and Board appoint a Town Manager.

The Town Manager is responsible for overseeing all departments and the day-to-day operations of the Town.

If additional information is required prior to submitting a statement, inquiries should be directed to Tyler Williams, Town Manager, 100 Main Street E., Mount Carmel, TN 37645; tyler.williams@mountcarmeltn.gov; (423) 849-1861.

III. Schedule

	Date
RFP Published	November 20, 2026
Proposals Due	December 14, 2026- 10:00am EST
Review, Selection, Negotiation	Week of December 14
Anticipated Award	December 17, 2026

IV. Project Background and Objectives

The Town is pursuing the adaptive reuse of an existing commercial building to improve Police Department operations and provide a more functional, secure, accessible, and efficient public safety facility. The selected firm will evaluate the existing interior configuration and develop construction plans that maximize effective use of available space.

1. Establish a functional facility for Police Department personnel and administrative operations.
2. Separate public access areas from secure law enforcement workspaces.
3. Accommodate administrative offices, investigative functions, records, evidence, holding cell, equipment, and employee support areas.
4. Improve building systems, accessibility, safety, and interior functionality as necessary.
5. Incorporate practical security and technology infrastructure.
6. Maximize existing building resources while controlling construction expenses.
7. Prepare coordinated plans and specifications supporting competitive bidding.
8. Develop a financially responsible renovation adaptable to long-term needs.

V. Anticipated Renovation Components

A. Interior Renovations

- Interior demolition and reconfiguration of rooms and space, as needed.
- Walls, doors, ceilings, finishes, administrative offices, and workspaces.
- Reception, lobby, public service, conference, interview, and meeting areas.
- Breakrooms, restrooms, employee support areas, and storage.

B. Police Department Operational Requirements

- Secure access and controlled circulation.
- Evidence intake, processing, and storage.
- Secure records and document storage.
- Interview/holding and investigative space.
- Equipment storage, personnel safety, and separation of public and restricted areas.

C. Building Systems and Infrastructure

- Electrical distribution, lighting, HVAC, and plumbing improvements.
- Fire protection and life safety systems.
- Data, communications, technology, surveillance, and access controls.
- ADA accessibility improvements and applicable code compliance.

Roofing, exterior painting, soffits, fascia, gutters, and related exterior envelope work are excluded because those improvements are being addressed separately.

VI. Scope of Professional Services

The selected firm shall provide professional services as authorized by the Town. The anticipated scope is divided into five phases.

Phase I – Existing Conditions Assessment and Preliminary Planning

The selected firm shall:

1. Conduct an on-site assessment of the building's existing interior conditions, configuration, and major building systems.
2. Review available building plans, property information, and other relevant

documentation.

3. Evaluate structural, mechanical, electrical, plumbing, accessibility, and life safety considerations relevant to the proposed renovation.
4. Meet with Town management, Police Department leadership, Workspace Interiors, and other designated participants to identify operational requirements and project priorities.
5. Evaluate the feasibility of adapting the existing interior spaces for law enforcement operations.
6. Coordinate with qualified police facility design specialists to identify specialized security, operational, and compliance considerations.
7. Develop preliminary space plans, conceptual layouts, and renovation recommendations.
8. Identify potential construction challenges, permitting requirements, and code-related issues.
9. Prepare a preliminary opinion of probable construction cost.
10. Present findings and recommendations to Town management for review and direction.

Phase II – Design Development and Construction Documents

Upon approval of the preliminary project concept, the selected firm shall:

1. Prepare architectural and engineering plans for the approved renovation scope.
2. Develop interior demolition, construction, and space configuration drawings.
3. Coordinate interior layouts, finishes, furnishings, and workspace configurations with Workspace Interiors.
4. Consult with qualified police facility specialists regarding law enforcement operational requirements, security, evidence storage, controlled access, and other specialized design considerations.
5. Coordinate structural, mechanical, electrical, plumbing, fire protection, technology, and security-related design disciplines as necessary.
6. Incorporate applicable building codes, accessibility requirements, fire and life safety standards, and other regulatory considerations.
7. Prepare technical specifications for construction materials, equipment, fixtures, finishes, and building systems.
8. Identify opportunities for value engineering, cost savings, and construction alternatives.
9. Prepare updated opinions of probable construction cost at appropriate design milestones.
10. Submit draft plans and specifications to the Town for review and approval before finalization.

Phase III – Construction Bid Package Development

The selected firm shall prepare a complete construction bid package suitable for competitive solicitation of qualified contractors.

The package shall include:

1. Final construction drawings and technical specifications.
2. A clearly defined scope of construction work.
3. Interior demolition and construction requirements.
4. Material, equipment, installation, and workmanship standards.
5. Coordinated interior finish schedules and applicable specifications developed in consultation with Workspace Interiors.
6. Technical requirements for security, communications, access control, and specialized Police Department components.
7. Recommended bid alternates, allowances, and unit-price items where appropriate.
8. Construction phasing requirements, if necessary.

9. Recommended construction contract provisions and technical requirements.
10. A final opinion of probable construction cost.
11. Complete electronic bid-ready documents.

The selected firm shall be responsible for coordinating the work of all participating design disciplines and incorporating approved recommendations into a unified set of construction documents.

The Town's objective is to obtain complete and clearly defined bid documents that allow contractors to submit competitive, comparable proposals while minimizing unnecessary change orders and construction uncertainties.

Phase IV – Construction Bidding Assistance

The selected firm shall assist the Town during the construction procurement process, including:

1. Assisting in preparation of the construction invitation to bid.
2. Participating in pre-bid conferences and site visits, as requested.
3. Responding to technical questions from prospective contractors.
4. Preparing addenda, clarifications, and revisions to bid documents as necessary.
5. Reviewing submitted bids for technical responsiveness and completeness.
6. Assisting the Town in evaluating construction bids.
7. Providing recommendations concerning contractor qualifications and technical considerations.
8. Assisting with preparation of final construction contract documents.

The Town shall retain final authority regarding procurement decisions and construction contract awards.

Phase V – Construction Administration

At the Town's discretion, the selected firm may be retained to provide construction administration services, including:

1. Participation in preconstruction meetings.
2. Attendance at periodic construction progress meetings.
3. Periodic site observations to evaluate general compliance with approved plans and specifications.
4. Review of contractor submittals, shop drawings, and material specifications.
5. Review of contractor payment applications.
6. Evaluation of proposed change orders and associated cost implications.
7. Assistance in resolving technical questions and unforeseen construction conditions.
8. Coordination with Workspace Interiors and specialized consultants as appropriate.
9. Preparation of substantial completion and final punch lists.
10. Assistance with final inspections, project closeout, and review of applicable closeout documentation.

Construction administration services may be negotiated and authorized separately from initial planning and design services.

VII. Consultant Coordination and Specialized Experience

The selected firm shall serve as lead design professional and primary point of coordination for the project.

A. Workspace Interiors

Workspace Interiors is a Town-designated interior consulting resource. The selected firm shall collaborate on space planning, office configurations, workstations, furnishings, interior finishes, employee and public spaces, furniture and equipment requirements, and integration of approved recommendations into construction documents.

B. Law Enforcement Facility Design Specialists

The firm shall demonstrate police facility experience or identify qualified specialists, in-house or as subconsultants, to address secure circulation, evidence handling and chain of custody, interview spaces, records security, personnel safety, surveillance, communications, and applicable facility standards and requirements.

VIII. Statement of Qualifications Requirements

1. Firm Qualifications

Provide firm history, locations, professional registrations, areas of expertise, and experience with similar services.

2. Relevant Project Experience

Describe at least three comparable projects completed within the past five years, preferably municipal, law enforcement, or commercial adaptive reuse. Include name, location, services, approximate construction cost, completion date, and client contact.

3. Proposed Project Team

Identify project manager, key personnel, registrations, subconsultants, responsibilities, and anticipated involvement.

4. Project Approach

Describe assessment, planning, renovation design, Workspace Interiors coordination, police facility expertise, estimating, bid documents, and construction administration approach.

5. Project Schedule and Availability

Provide anticipated milestones for assessment, preliminary design, final documents, and bid package, and earliest availability.

6. Firm Location and Accessibility

Responding firms shall identify the location of their principal office and the office from which services for this project will be managed. Firms shall describe their geographic proximity to Mount Carmel, Tennessee, and their ability to provide timely on-site services throughout the planning, design, bidding, and construction phases. Responses should address the firm's availability for in-person meetings, site inspections, construction observations, and other activities requiring physical presence at the project location.

7. References

Provide at least three comparable client references.

8. Additional Information
Include other applicable information demonstrating ability to complete the project.

Professional fees shall not be included in the initial qualifications submission. Fees will be negotiated with the highest-ranked qualified firm in accordance with applicable Tennessee law.

IX. Submission Instructions

Statements of qualifications must be received by 10:00 AM on December 14, 2026.
Electronic PDF submissions are preferred.
Submit SOQ to:

Town of Mount Carmel
Attn: Tyler Williams, Town Manager
100 Main Street E.
Mount Carmel, TN 37645
Email: tyler.williams@mountcarmeltn.gov

Subject: RFQ 26-002 – 124 Main Street West Police Department Renovation

Questions must be submitted in writing by the designated deadline. The Town may issue written clarifications or addenda.

Late submittals will not be considered.

No submitted SOQ may be withdrawn for a period of sixty (60) days after the scheduled closing time for receipt of bids.

X. Evaluation and Selection Process

The Town will evaluate Statements of Qualifications based on the responding firm's demonstrated professional qualifications, relevant experience, technical capabilities, proposed project team, and ability to successfully complete the anticipated scope of services.

The Town seeks to select a firm that demonstrates a thorough understanding of the project's objectives and possesses the professional expertise necessary to develop a functional, secure, and cost-effective Police Department facility.

Qualifications will be evaluated using the criteria outlined below, with a maximum possible score of 100 points.

	Points
Relevant qualifications and similar project experience	30
Understanding of the project and proposed approach	20
Qualifications of assigned personnel and specialists	20
Availability, location, and proposed project schedule	20
References and past performance	10
TOTAL	100

The Town may interview shortlisted firms. Following evaluation, it intends to rank firms and negotiate scope, schedule, and fees with the highest-ranked qualified firm. If negotiations are unsuccessful, the Town may proceed to the next-ranked firm consistent with applicable law.

XI. Open Records

Please note that any and all documents submitted to the Town that are associated with this project are subject to the Tennessee Public Records Act. Access to the record is governed by the Tennessee Public Records Act and the policies of the Town and the Tennessee Comptroller Office of Open Records Counsel.

XII. Reservation of Rights

The Town reserves the right, to reject any or all submittals, waive nonmaterial irregularities, request clarification, cancel or reissue this RFQ, and award no contract.

The Town is not responsible for response preparation costs.