

REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL ARCHITECTURAL/ENGINEERING SERVICES

Notice is hereby given that a Request for Qualifications is issued for professional architectural, engineering, planning and environmental consulting firms to render complete architectural/engineering services required in connection with the design of a splash pad for the City of Crossville to be located at Centennial Park. The size of the splash pad will be determined following consultation with the selected firm. The type of services may include but not be limited to: General Consulting, Funding Procurement and Grant Administration, Planning and Programming, Engineering Design, Architectural Design, Resident Engineering, Environmental Analysis, Noise Studies, Preparation of DBE Plans, Land Surveying, Construction, and Associated Services.

In order to be considered firms must be experienced in providing the type of consulting services for which the Request for Qualifications is submitted.

Firms should indicate their interest in providing the requested services by submitting **8** (Eight) copies of their Qualification Statement on or before 2:00 p.m. (Local Time), Friday, September 2, 2016 to Sally Oglesby, City Clerk, 392 N. Main St., Crossville, TN 38555. **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.

Evaluation Committee

The City Council will evaluate the submittals and select the firm with whom we will negotiate.

In the event the City Council cannot sufficiently evaluate the firms from the Statement of Qualifications received, they may require interviews and/or detailed submittals from a group of finalists.

1. **Qualifications and competence of the firm.** Provide firm biography and history of the firm's recreational services business. (10%)
2. **Firm's experience in the type of service being sought.** List recent experience in splash pads, including project costs. Firms should provide the name, address and telephone number of the contact person for a minimum of three similar projects. (30%)
3. **Capability of the firm to perform the service desired within an acceptable time frame.** 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, reside at the location to perform the work. Show permanent office location of all other key personnel and show history of successful on time and in budget project performance. (30%)
4. **Firm's familiarity with and proximity to the geographic location of the projects.** Indicate office location where work will be performed. (15%)

5. **Capability to furnish qualified construction inspectors for resident inspection.**
(10%)
6. **Evaluation of firm's EEO Policy and past performance meeting professional services DBE** (5%)

The **City of Crossville** 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. The **City of Crossville** assumes no responsibility for such costs. Requests for additional information must be received in writing ***no later than*** Friday, September 2, 2016 and be submitted to:

Sally Oglesby, City Clerk
City of Crossville
392 N. Main St.
Crossville, TN 38555
Sally.oglesby@crossvilletn.gov

Fax:
(931) 484-7713