

CITY OF FAIRVIEW

**REQUEST FOR QUALIFICATIONS HISTORIC
VILLAGE PARK**

April 22, 2024

STATEMENT OF QUALIFICATIONS DUE DATE:
May 10, 2024 AT 2:00 PM CST

City of Fairview
7100 City Center Way
Fairview, Tennessee 37062
Request for Qualifications
Project Design Documents

I. BACKGROUND

The City of Fairview is soliciting Statements of Qualifications from qualified firms interested in providing professional design services related to the design of recreational facilities at the Historic Village Park. Suggested uses include an amphitheater, farmers market, restroom facility, parking with ADA accommodations and walking trails. Firms with relevant design experience and qualifications are encouraged to submit. The purpose of the Request for Qualifications process is to identify the most qualified firm through a qualification-based selection process. The firm selected by the City of Fairview will provide full architectural/engineering and related services for the design of these proposed amenities within the existing park.

2. PROJECT DESCRIPTION

The City of Fairview is a growing community with a current population of approximately 10,000 residents, several approved residential developments with single and multi-family occupancies, as well as several commercial occupancies under construction. With this growth, the City has a desire to enhance its parks and recreation facilities. In 2023, the City of Fairview facilitated the development of a Parks and Recreation Master Plan—a proactive task for the City and its citizens to develop a plan of guidance for the parks and recreation department. This short and long-term initiative was designed to compliment other planning initiatives in the City. The City has developed a core group of stakeholders, both city and county government leaders and advocacy groups to strengthen the local parks department. The Parks Master Plan process identified key locations and facilities to develop as new parks. One potential new park development would be the Historic Village Park located at the west entry into Fairview, across the street from the Fairview Recreation Center. Suggested concepts for the park include an amphitheater, farmers market, restroom facility and additional parking.

3. ARCHITECTURAL/ENGINEERING SERVICES

The architect/engineer will be expected to provide basic architectural and engineering services including architecture, civil, landscape architecture, interior design, structural, mechanical, plumbing, electrical, and other authorized design services appropriate to the project.

Architectural services:

Design service responsibilities may also include, but are not limited to the following consultant services:

1. Review Parks and Recreation Master Plan with Parks Department personnel and stakeholders to gain understanding of project scope;
2. Preparation of conceptual site plan and facility concept drawings;
3. Provide topographic and boundary survey of the property for design of the project;
4. Coordinate on the City's behalf the geotechnical investigation as necessary to determine structural design;
5. Preparation of detailed plans and specifications for permittable construction documents and supporting documentation for construction bid package
6. Preparation of estimate of probable cost of constructed amenities
7. Coordination and meetings with City Administration;
8. Preparation of record drawings.
9. Adherence to all applicable City regulations and standards and other applicable standards and specifications.

The selected firm shall provide documents in the appropriate media for the following phases of design and in compliance with established industry standards outlined by the American Institute of Architects. The following is an abbreviated outline of the duties and responsibilities:

- Conceptual Design
- Schematic Design Phase
- Design Development Phase
- Full Construction Documents

4. MINIMUM QUALIFICATIONS

Only those firms or consultant teams which meet the following minimum qualifications will be considered for selection:

1. Licensed to practice as an Architect or Professional Engineer (or other design disciplines as may be required) in the State of Tennessee;
2. Registered and authorized to do business in the State of Tennessee
3. At least one principle or responsible member of the firm(s) shall have a minimum of ten (10) years' experience in responsible charge of the field or fields involved.

5. EVALUATION CRITERIA

City staff will review the Statement of Qualification received from each proposer. Criteria for evaluation of Statements of Qualification include:

1. Qualifications and availability of personnel and subconsultants
2. Project understanding and responsiveness to project description
3. Project Approach and Methodology
4. Prior relevant experience with projects of a similar size and complexity
5. Past record of performance with the City of Fairview (if applicable)
6. Availability to the project site

All proposals become the property of the City of Fairview upon submission. The cost of preparing, submitting, and presenting a proposal is the sole expense of the consultant. The City of Fairview reserves the right to reject any and all proposals received as a result of this solicitation, to negotiate with any qualified source, to waive any formality and any technicalities or to cancel the RFQ in part or in its entirety if it is in the best interest of the City. This solicitation of proposals in no way obligates the City to award a contract.

The consultant team deemed most qualified to provide the required services will submit to the Board of Commissioners for consideration a Professional Services Agreement using the preferred AIA Document B101-2007 for the project.

6. SUBMITTALS

The following minimum information shall be provided in the Statement of Qualifications in the order presented:

- Introductory Information:
 - Introduction of firm responding
 - Executive summary stating firms understanding of the project, team capabilities and availability to the site, design approach and opinion on why the firm should be chosen.
- Project Team:
 - Name of firm indicating contact person for the firm including address, email and telephone/fax information.
 - Key staff member resumes, with a maximum of one page per staff member.
 - Listing of current commitments of firm and key staff members.
 - Possess a professional license to practice architecture or engineering in the State of Tennessee.
 - Listing of proposed subconsultants and their role in the project
 - Organizational chart of project team illustrating primary role(s) in project.

- Brief description of firm’s design philosophy.
- Summary of design approach/methodology utilized to complete project including strategies for public engagement and quality assurance/quality control.
- Provide brief explanation of firm or team ability to coordinate and communicate with client and process to be used to creatively engage parks department staff and stakeholders in each phase of design.
- Cost control strategies and approaches.
- Provide anticipated project design schedule.
- Relevant Project Experience:
 - Listing of a minimum of five (5) projects of similar scope and magnitude led and completed by the firm within the last five (5) years, including reference contact information.

Statements of qualification must be received by 2:00pm CST on Friday, May 10, 2024. The Statement of Qualification submittal shall not exceed a total of ten (10) pages in double-sided format or twenty (20) pages in single-sided format excluding a cover letter (that shall not exceed one (1) page), page dividers, and cover.

Statements of Qualification that do not adhere to these submittal requirements will be considered non-responsive. Proposals received after the deadline will not be accepted. Faxed or emailed proposals will not be accepted. **DO NOT INCLUDE PRICE INFORMATION IN YOUR STATEMENT OF QUALIFICATIONS.** Selection will be based on qualifications first.

Six (6) original copies and one (1) digital/electronic (PDF) copy of the Statement of Qualifications shall be submitted to:

“Statement of Qualifications – Historic Village Park Design”
Rachel Jones, City Recorder
7100 City Center Way
P.O. Box 69
Fairview, TN 37062

An RFQ pre-submittal conference will not be held. Questions regarding the RFQ should be directed to Tom Daugherty, City Manager, City of Fairview, at 615-387-6084 or via email at tdaugherty@fairview-tn.org. Proposals must be hand or USPS or courier delivered to City Hall located at 7100 City Center Way (or P.O. Box 69 for USPS), Fairview, Tennessee, 37062.

7. TENTATIVE SCHEDULE

The following tentative schedule is anticipated for contract award for this project:

- RFQ Issued April 22,2024
- Statement of Qualifications Due May 10, 2024
- Design Firm Selection May 15, 2024
- Contract Negotiation May 31, 2024
- Contract Approval from Board of Commissioners June 6, 2024
- The design schedule will be finalized during contract negotiations with selected firm.

8. CITY RESPONSIBILITIES

The City of Fairview will perform or provide the following for the selected firm:

1. The City will make available digital files of water and sanitary sewer utilities from the County GIS.
2. The City will provide existing data including past studies for use in the design.
3. The City will attend design meetings to be held at the City of Fairview (location to be determined). During each meeting, key elements of the project shall be identified including progress, schedule, submittal review, cost estimating, and other design related considerations.

9. EQUAL EMPLOYMENT OPPORTUNITY

The City of Fairview, Tennessee does not discriminate administering any of its programs and activities. The consultant(s) awarded the contract for professional design services for this project will be required to assure that no person shall be denied employment or fair treatment, or in any way discriminated against on the basis of race, sex, religion, age, national origin, or disability.