

REQUEST FOR QUALIFICATIONS
PLANNING AND ARCHITECTURAL SERVICES
For
MULTI-PURPOSE PAVILION and
MCBRIEN SCHOOL
East Ridge, Tennessee

The City of East Ridge, Tennessee is soliciting letters of interest and requests for qualifications (RFQ's) from experienced consulting planning/architectural firms to perform planning and architecture services to include: (1) preliminary site plan, design, and construction documents for a multi-purpose pavilion (Town Center); and (2) the design and construction documents for the revitalization/reuse of a former school building (McBrien School) on approximately 6.35 acres of land adjoining the City's City Hall, Community Center, and Police/Fire Station.

To receive an information brochure providing details of this RFQ please contact Janet Middleton, City Recorder, at 423-867-7711 or jmiddleton@eastridgetn.gov. To be considered for these projects, firms must submit proposals on or before 2:00 pm, EDT, February 15, 2018.

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General Information

The City of East Ridge, Tennessee is soliciting letters of interest and requests for qualifications (RFQ's) from experienced consulting planning/architectural firms to perform planning and architecture services to include: (1) preliminary site plan, design, and construction documents for a multi-purpose pavilion (Town Center); and (2) the design and construction documents for the revitalization/reuse of a former school building (McBrien School) on approximately 6.35 acres of land adjoining the City's City Hall, Community Center, and Police/Fire Station.

Scope of Work

The "Town Center" project envisions an outdoor regulation size basketball court covered by a pavilion constructed of steel with a metal roof for multi-purpose use as outside basketball, farmer's market, concerts, special events, and skating rink (winter months). Restroom facilities and a concession building to be built in close proximity to the pavilion. Ample parking and vehicle circulation to be provided in the overall site plan.

The former school (McBrien School) is a two-story building originally constructed around 1955, comprising 54,300 square feet, and sitting on approximately 2.65 acres. The revitalization project envisions the movement of the Police Criminal Investigative Unit (Detective Division) and Records Division from the Police and Fire Station to the west portion of the building, and the establishment of offices, meeting, and activity rooms on the second floor of the building for community and recreational use.

Scope of Services

The selected consultant shall be expected to provide the following scope of services:

- Conduct public involvement meetings to generate ideas for potential uses of the vacant land and the former school building.
- Develop a preliminary site plan for the 3.7 acres (vacant land) to include a **multi-purpose pavilion, restroom and concession facility**, parking lots, sidewalks, passive fields for recreational play, and a boundary walkway path.
- Research possible grant programs for funding the multi-purpose pavilion.
- Perform design and pre-construction responsibilities (pavilion project) to include the preparation of final construction plans to include the amenities developed and approved by the City in the preliminary site plan, the preparation of a final construction estimate, the preparation of the bid documents, the oversight of the bid process, the

review and recommendation of the lowest, responsive bidder, and the performance of the inspection services during the construction phase of the project (services to be under separate contract).

- Develop a preliminary floor/space plan for the revitalization of the **former school (McBrien School)** building to include the relocation of the Police Criminal Investigative Unit and Records Division from the Police/Fire Station, and the creation of offices, meeting and activity rooms on the second floor.
- Perform design and pre-construction responsibilities (school building project) to include the preparation of final construction plans to include the amenities developed and approved by the City in the preliminary floor/space plan, the preparation of a final construction estimate, the preparation of the bid documents, the oversight of the bid process, the review and recommendation of the lowest, responsive bidder, and the performance of the inspection services during the construction phase of the project (services to be under separate contract).

Qualifications of Firms

Consultants shall meet, as a minimum, the following qualifications:

- Evidence that the firm has been in business for a minimum of three (3) years.
- Evidence that the firm's experience derives from park and building rejuvenation and rehabilitation projects comparable or larger in size to that expected in these projects. Details shall include, but not to be limited to, context & description of previous projects, name of municipality/agency, and the name of the contact person at each municipality/agency.
- The names and resumes of the principal officers, partners, and/or officials of the firm.
- A detailed resume(s) noting applicable experience, including local address(es), phone number(s) and email address(es), of the individual(s) who will be placed in responsible charge of this project (project manager).
- Detailed resume(s) noting applicable experience, including local address(es), phone number(s) and email address, of the individual(s) who is/are expected to be assigned to the work of this project.
- Any other additional information deemed necessary to satisfy the City that the Firm is competent, and the statement of qualifications is sufficient to fully and successfully implement the work of this project.

Evaluation of RFQ's

The RFQ's received will be reviewed by a Consultant Evaluation Committee. The Committee may (1) select one firm with which to attempt to negotiate a contract, or (2) develop a "short list" of firms for further evaluation. Those firms "short listed" may be invited to make a presentation before the Committee. Factors to be considered by the Committee during the review and evaluation period will include, but not be limited to the following:

- Ability and relevant expertise of the firm's personnel assigned to this project.
- Experience in the required discipline and in projects similar to this project.
- Experience, education and availability of personnel to be used on this project.
- Project approach and timeline for the multi-purpose pavilion and the building renovation projects.
- Examples of projects similar in nature; preference given to those projects involving multi-purpose pavilions and rehabilitation and reuse of older buildings.
- Firm's awareness of project's issues, opportunities, and constraints.

Submittal of RFQ

To be considered for these projects, firms must submit five (5) bound copies of the Letters of Interest and RFQ, along with an electronic file, to **J. Scott Miller, 1517 Tombras Avenue, East Ridge, TN 37412** on or before 2:00 pm, EDT, Thursday, February 15, 2018. For additional details regarding the proposed project(s) or questions about the submittal process, please email jsmiller@eastridgetn.gov. All firm submittals will be advised when a selection has been made.

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RevJSM1/24/18