

**Request for Qualifications for Architect/Engineering Services
For
Building Renovation Project
Red Bank Administrative Building**

The City of Red Bank, hereinafter referred to as the City, is seeking the services of a qualified architect/engineer (A/E) firm for design services and construction management to renovate a building located at 3501 Dayton Blvd., Red Bank, Tennessee 37415.

The type of project involved is:

A/E services to provide a Basis of Design Memorandum (BOD) and biddable Contract Documents (plans and specifications) and construction management for: Remodel of a building located at 3105 Dayton Blvd. for use as City Administrative Offices.

PART ONE: SCOPE OF SERVICES

The City is soliciting qualification statements for A/E services to assist the City with:

- Phase 1. The preparation of a BOD and subsequent biddable plans
- Phase 2. The preparation specifications for the renovation/remodel of a building located at 3105 Dayton Blvd
- Phase 3. Construction Management

Payment terms will be negotiated with the selected A/E firm.

The services to be provided will include, but not be limited to:

The A/E will work closely with the City Manager to develop the scope of the project.

Existing office space area will be reconfigured and additional office spaces along with a breakroom/work area, storage area, public meeting area, and ADA compliant restrooms will be added. HVAC will be modernized. Façade will be modified

PART TWO: REQUEST FOR QUALIFICATION STATEMENTS

The following information should be included under the title "Request for Qualification Statements for Architect/Engineering Services for the City of Red Bank":

1. Name of Respondent.
2. Respondent address.
3. Respondent telephone number.
4. Respondent federal tax identification number.
5. Name, title, address, telephone number, fax number, and email address of contact person authorized to contractually obligate the Respondent.

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Contents of Qualifications Submittal

Respondents should letter and number responses exactly as the questions are presented herein. Interested Respondents are invited to submit qualifications that contain the following information:

1. Introduction (transmittal letter).
2. Background and Experience.
3. Specialized Knowledge.
4. Personnel/Professional Qualifications.

1. Introduction (transmittal letter)

By signing the letter, the Respondent certifies that the signatory is authorized to bind the Respondent in a fully executed contract with the City. The RFQ response should include:

- a. A brief statement of the Respondent's understanding of the scope of the work to be performed;
- b. A certification that the Respondent meets the appropriate state licensing requirements to practice in the State of Tennessee;
- c. A certification that the Respondent has not had a record of substandard work within the last five years;
- d. A certification that, if awarded the contract, the Respondent acknowledges its complete responsibility for the entire contract, including payment of any and all charges resulting from the contract;
- e. Any other information that the Respondent feels is appropriate;
- f. The signature of an individual who is authorized to provide information of this nature in the name of the Respondent submitting the qualifications.

2. Background and Experience

Respondents should:

- a. Describe Respondent's firm by providing its full legal name, date of establishment, type of entity and business expertise, short history, current ownership structure, and any recent or materially significant proposed change in ownership.
- b. Describe the firm's workload and current capacity to accomplish the work in the required time.
- c. Describe any issue the characteristics of which would be uniquely relevant in evaluating the experience of Respondent's firm to handle the proposed project
- d. Describe Respondent's firm's presence in commitment to Tennessee.
- e. Provide current information on professional errors and omissions coverage carried by Respondent's firm, including amount of coverage
- f. Provide a description of at least three (3) projects of similar size and scope, performed within the past five (5) years, where the firm was the lead A/E. Include the name of the client, project name and location, final contract amount, construction cost, and name and phone number of a contact.

The City of Red Bank reserves the right to request any additional information to assure itself of a Respondent's financial status'

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3. Specialized Knowledge

Respondents should:

- a. Describe their knowledge and experience in the particular types of projects described in Part One.
- b. List the name, address, phone number, and contact for any sub consultants that the A/E anticipates using to complete the Scope of Work.

4. Personnel/Professional Qualifications

Respondents should:

- a. Identify staff members who would be assigned to act for Respondent's firm in key management and field positions providing the services described in Part One: Scope of Services, and the functions to be performed by each.
- b. Include resumes or curriculum vitae of each such staff member designated above, including name, position, telephone number, fax number, email address, education, and years and type of experience.
- c. Estimate the number of persons to be assigned to this project, indicating the number working in Tennessee and the number working elsewhere.

PART THREE: SELECTION CRITERIA

The City will evaluate each potential A/E firm in terms of its:

- 1. Professional qualifications necessary for satisfactory performance of required services;
- 2. Specialized experience and technical competence in the type of work required;
- 3. Capacity to begin the work immediately and complete the project in a timely manner.
- 4. Past performance on contract with Government agencies and private industry in terms of cost control, quality of work, and compliance with performance schedules;

Suggested Rating Points:

Respondents will be evaluated on the basis of the written material submitted and according to the following factors:

- 1. Experience of the firm with this particular type of design project as described in Part One 25 pts
Experience of the design team with similar projects..... 25 pts.
Current capacity to accomplish the work in a timely manner..... 20 pts.
- 2. Reference from other clients attesting to firm's:
 - a. Quality of work 10 pts.
 - b. Compliance with performance schedules 10 pts.
- 3. Intangibles..... 10 pts.

In the event of a tie, oral interviews will be held with those firms. As a result of the interviews, the City will determine which firm will be selected to enter into contract negotiations. Unsuccessful firms will be notified as soon as possible.

PART FOUR: RESERVATIONS

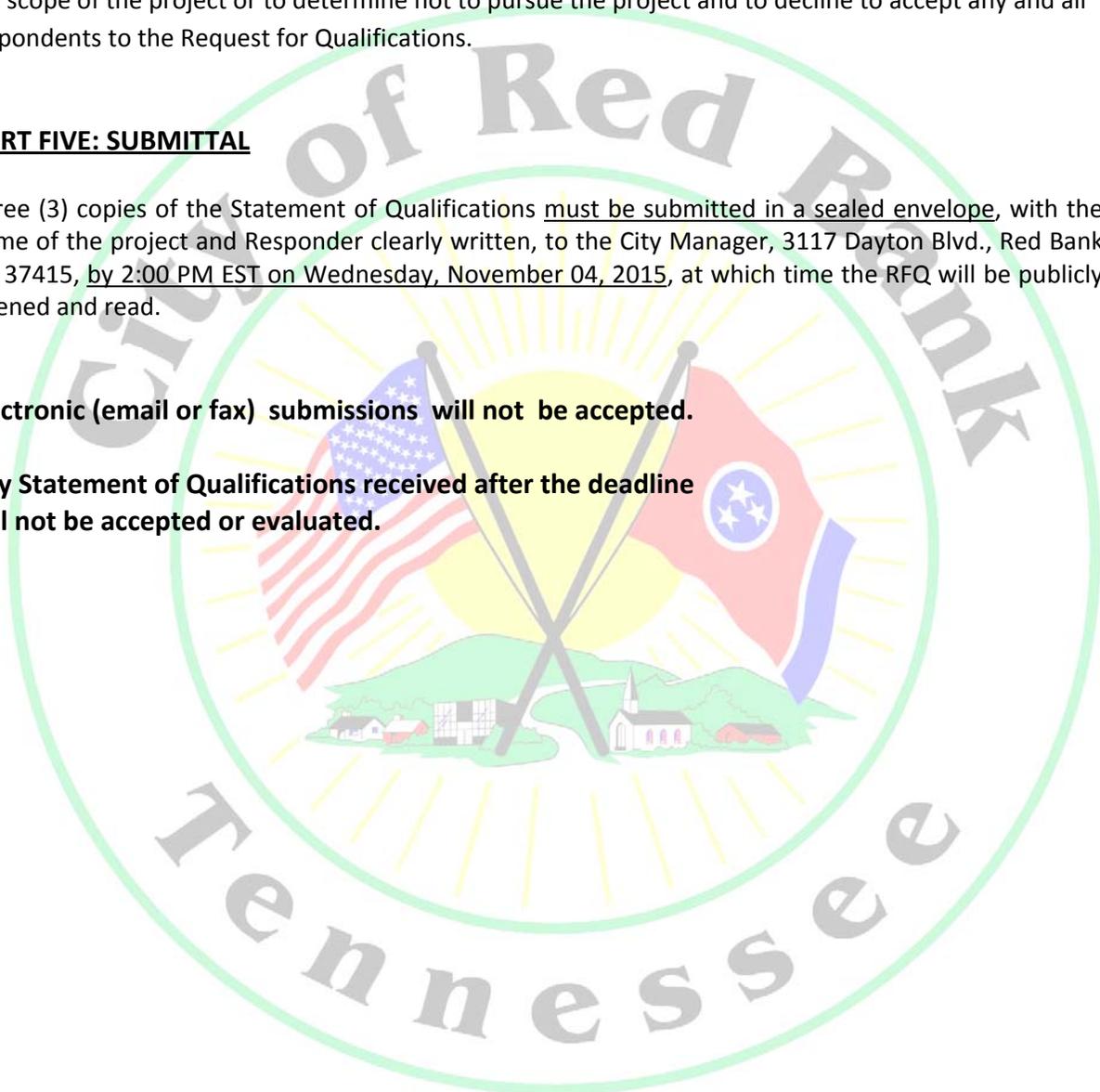
The city reserves the right to determine at any time and for convenience or for any or no reason to vary the scope of the project or to determine not to pursue the project and to decline to accept any and all respondents to the Request for Qualifications.

PART FIVE: SUBMITTAL

Three (3) copies of the Statement of Qualifications must be submitted in a sealed envelope, with the name of the project and Responder clearly written, to the City Manager, 3117 Dayton Blvd., Red Bank TN 37415, by 2:00 PM EST on Wednesday, November 04, 2015, at which time the RFQ will be publicly opened and read.

Electronic (email or fax) submissions will not be accepted.

Any Statement of Qualifications received after the deadline will not be accepted or evaluated.



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Questions should be addressed to City Manager Randall G. Smith, rsmith@redbanktn.gov, 423-877-1103.

City of Red Bank

Score Sheet

Request for Qualifications

Name of Firm _____

- 
1. Experience of the firm with this particular type of design project - 25 pts
Score _____

 2. Experience of the design team with similar projects - 25 pts.
Score _____

 3. Current capacity to accomplish the work in a timely manner - 20 pts.
Score _____

 4. Reference from other clients attesting to firm's:
 - a. Quality of work -10 pts.
Score _____
 - b. Compliance with performance schedules - 10 pts.
Score _____

 5. Intangibles – 10 pts.
Score _____

Total Score _____

Evaluator - _____ **Date:** _____