



City of East Ridge

1517 Tombras Avenue
East Ridge, Tennessee 37412
(423)867-7711 • www.eastridgetn.gov

Request for Qualifications

Grant Administration and Design Services
For
Local Parks & Recreation Fund Project
at East Ridge Community Center

Issued by:

City of East Ridge – Government

Office of Economic & Community Development

Cameron McAllister
Administrator
1517 Tombras Avenue
East Ridge, TN 37412
cmcallister@eastridgetn.gov

Design Services for the Gymnasium expansion and Multi-purpose room with Kitchen at East Ridge Community Center

1. Introduction

The City of East Ridge has been awarded a Local Parks & Recreation Fund grant by the Tennessee Department of Environment and Conservation. The City wishes to engage a qualified engineering and architecture firm to assess the constructability of the gym expansion along with updating the multi-purpose room and kitchen at East Ridge Community Center. The desired firm will provide site design services for this project as well as grant administration. The East Ridge Community Center is the selected building for this project. It has a pre-existing gymnasium that the City wishes to expand into a full-size high school regulation basketball court (84x50) to fit the needs of our community.

2. Scope of Work

The scope of work is as follows:

- Grant administration through TDEC's Grant Management System (GMS)
 - A. Land Activity Requirements
 - B. Procurement Documentation
 - C. Subcontract Activity Documentation
 - D. Grant Project Inspections
 - E. Reimbursement Requests
 - F. Accrued Liabilities and End of Year Fiscal Year Activities
 - G. Planning Commission Review
 - H. Grant Progress Updates
 - I. Request for Final Grant Reimbursement
 - J. Completion of Any Additional LPRF Grant Requirements Set Forth by TDEC
- Review site and existing conditions of facilities
- Conduct field-run survey to include location of all utilities
- Assess constructability challenges and provide potential options/solutions
- Develop site plans with cost estimates
- Coordinate with utility providers as necessary
- Prepare detailed site design plans/bid documents and update cost estimates as necessary
- Review bids and provide recommendation
- Conduct Pre-construction meeting
- Provide periodic site inspections and construction administration services during construction
- Review pay requests
- Conduct final inspection
- Close out project/completion report

Summary: Under this proposed services agreement, the City of East Ridge desires the site of the East Ridge Community Center Gymnasium expansion, Renovation of the Multi-purpose room, and the Renovation of the Kitchen located at 1515 Tombras Avenue, East Ridge, TN 37412 to be designed and constructed and for all steps of the LPRF grant to be followed in TDEC's GMS.

3. Required Qualifications

Responses to this RFQ should demonstrate that the proposing firm/team has the following qualifications and experience:

- Experience working with TDEC's LPRF program and GMS
- Experience in planning/designing Community Centers and/or Gymnasiums
- Experience in working with multiple sports related vendors
- Experience in working with restaurant suppliers or kitchen related vendors
- Knowledge and experience of managing construction of similar projects
- Experience with ADA compliance as it relates to LPRF projects
- Heavy consideration will be given to relevant experience and qualifications of the project manager and other team members
- The firm must have an established local office within the State of Tennessee

4. Statement of Qualifications

The City of East Ridge assumes no obligation in this general solicitation of statements of qualifications and all costs and expenses of responding to this RFQ shall be borne by the interested firms or individuals. Firms must submit 5 bound copies of their statement of qualifications package that contain the following sections:

- **Letter of Commitment** (The Letter of Commitment shall be addressed to the following):

Cameron McAllister
Administrator of Economic & Community Development
1517 Tombras Avenue
East Ridge, TN 37412

This letter should identify the lead firm and contact person, and other firms (if any) included on the team. The letter must identify the proposed project manager and other key personnel of the team and commit them to the contract if the firm is selected. A Letter of Commitment should be included for each additional firm (if any) that is a member of the team. The letter must also state that the statement of qualifications shall remain in effect and will not be withdrawn for 120 days from the due date. Letters of Commitment should be signed by the duly authorized official of the firm(s).

- **Scope of Work**

The Statement of Qualifications must include a statement that briefly summarizes the team's understanding of the scope of the work to be accomplished, with specific reference to the tasks described in the scope of work. The statement should also demonstrate that each member of the proposing team has a clear understanding of the work they may be asked to perform.

- **Statement of Approach**

The work under this project requires specific expertise. This section of the statement of qualifications should describe the team's plan to accomplish the project. The state of approach should include at minimum: the team's approach to kick off the project; the team's approach to staff assignment to areas of specialized need; and the firm's step-by-step overall general approach to accomplish the scope of work. Firms are encouraged to submit relevant samples of similar projects.

- **Qualifications/Relevant Experience**

This section of the statement of qualifications should describe how the lead firm and any subcontracting firms (if any) are qualified to conduct the various tasks listed in the scope of work and should summarize the experience of the lead firm and any subcontracting firms on similar projects. Include qualifications and experience of the firm and project team, with particular emphasis on similar projects.

- **Key Staff**

Resumes for the proposed project manager and other key members of the team shall be provided in the statement of qualifications. Information regarding the state of Tennessee professional engineering licensure and other related qualifications should be included. Firms must also include an organizational chart of the team listing the specific specialties included of each key staff member. The project manager is the most important member of the team. This person will serve as the single point of contact for the project between the City of East Ridge and the selected firm. It is strongly recommended that the proposed project manager be the person that will have actual hands-on responsibilities for producing work products directly managing day-to-day activities on assigned work tasks. This section should also include a statement addressing the availability of personnel to work on this specific project.

5. **Selection Process**

The proposals will be evaluated by a professional services selection committee that includes the City Manager, Administrator of Economic & Community Development, Director of Parks & Recreation, and City Engineer. Award shall be made to the responsible firm whose proposal is determined to be the most advantageous and in the best interest of the City, taking into consideration the evaluation factors set forth below. Each proposal will be ranked on a 100-point scale. The maximum score is 100. No cost information is to be submitted in initial response to this RFQ.

Based upon the evaluation of the written proposals, the highest-ranking firm(s) may be requested to participate in an in-person interview. If multiple interviews are conducted, they will be subsequently ranked in order of the ability to perform the work as demonstrated through the personal interviews.

The City of East Ridge reserves the right to (1) reject any or all responses, (2) waive informalities in a response, (3) select a firm or individual who has submitted a fully responsive statement of qualifications and who is determined by the City to be a professional qualified firm or individual to be in the best interest of the City, or (4) take whatever action or make whatever decision it determines to be appropriate in the best interest of the City.

VALUE	CRITERION	STANDARD
30	Scope/Approach	Does the proposal reflect a thorough, thoughtful, creative approach to the task? Is there evidence of a clear understanding of the project objectives, methodology to be used and results that represent goals desired from the project?
40	Experience	What specific applicable experience does the firm possess? What projects demonstrate relevant experience? Overall, how qualified is the firm and the project manager to perform the specific elements in the scope of work?
30	Assigned Personnel	Do the persons who will be working on the project have the necessary skills? Are sufficient people with the requisite skills assigned to the project?

6. Negotiations

Once the most qualified firm is selected a cost proposal will be requested. Based on the information submitted and internal budgetary considerations, it may be necessary to adjust the scope of work based on funding limitations and input from the selected firm. If negotiations cannot produce a contract, an impasse will be declared, and the City will open negotiations with the second ranked firm. If an agreement cannot be reached with the second ranked firm, contact negotiations will begin with the third ranked firm. This process continues until all interviewed firms are exhausted or a firm is awarded a contract.

7. Insurance

Without limiting its liability, the selected consultant shall maintain, during the life of the contract: Worker's Compensation Insurance, Comprehensive General Liability Insurance, Automobile Liability Insurance, and Consultant's Professional Liability Insurance. This coverage may not be canceled, reduced, or allowed to lapse without written notice to the City of East Ridge.

8. Iran Divestment Act Requirements

Pursuant to Tennessee Code Annotated § 12-12-106 (as enacted by Chapter 817 of the Public Acts of 2016) every firm submitting a bid, proposal, or qualifications statement to the City of East Ridge shall complete the certification form found in Appendix A.

9. Conflict of Interest

Each firm must sign and notarize the City's conflict of interest form attached as appendix B.

10. Form of Contract

The City anticipates that this procurement will result in a contract with one firm. While the selected firm may propose a contract form, the City reserves the right to require modifications to the proposed form or use a contract form of its choosing. Consulting fees shall be paid monthly upon satisfactory completion of work tasks within each individual work order.

11. Due Date/Instructions for Submission

The request for qualifications (RFQ) for the grant administration and design services for the East Ridge Community Center gymnasium expansion, renovations to the multi-purpose room, and renovations to the existing kitchen may be downloaded from the City's website.

www.eastridgetn.gov

To all interested parties identified by the City as to having the RFQ documents are required to check the website to see if any addendums are posted regarding this project. Only questions answered and information supplied by the means of such an addendum will be considered as binding.

No questions or answers will be received or given over the phone. Written answers including any amendments to the RFQ (if any) will be posted on the City's website.

Five bound copies of the statement of qualifications must be received by the City of East Ridge at the below address no later than 2:30pm EST on Wednesday, April 17, 2024. Statement of qualifications not received by that time will not be considered, and will be returned, unopened, to the proposing firm.

East Ridge City Hall
1517 Tombras Avenue
East Ridge, TN 37412

APPENDIX A

IRAN DIVESTMENT ACT REQUIREMENTS

Pursuant to *Tennessee Code Annotated* § 12-12-106 (as enacted by Chapter 817 of the Public Acts of 2016) the chief procurement officer for the State of Tennessee shall publish a list of persons determined to be engaging in investment activities in Iran. The list is posted on the website of the Tennessee General Services Department's Central Procurement Office*. When competitive bidding is required, *Tennessee Code Annotated* § 12-12-111 requires every bid or proposal submitted to a local government for goods or services to include the following statement, subscribed or affirmed by the bidder as true under the penalty of perjury:

CERTIFICATION

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to *T.C.A.* § 12-12-106.

Signature

Date

Printed Name

Title

Name of Firm/Company

APPENDIX B

CONFLICT OF INTEREST STATEMENT

The affiant states with respect to this Proposal to the City of East Ridge - Government:

I (we) hereby certify that if the contract is awarded to our firm that no member or members of the governing body, elected official or officials, employee or employees of said City, or any person representing or purporting to represent the City, or any family member including spouse, parents, or children of said group, has received or has been promised, directly or indirectly, any financial benefit, by way of fee, commission, finder's fee or any other financial benefit on account of the act of awarding and/or executing a contract.

I hereby certify that I have full authority to bind the company and that I have personally reviewed the information contained in the RFQ and this proposal, and all attachments and appendices, and do hereby attest to the accuracy of all information contained in this proposal, including all attachments and exhibits.

I acknowledge that any misrepresentation will result in immediate disqualification from any consideration in the proposal process.

I further recognize that the City of East Ridge reserves the right to make its award for any reason considered advantageous to the City. The company selected may be without respect to price or other factors.

Signature _____ Date _____

Name _____ Phone _____ Title _____

Firm Name _____

Business Address _____

City, State, Zip _____

Notary

State of _____ County of _____

The foregoing document was acknowledged before me this the _____ day of _____, 2024.

Notary Signature: _____

My Commission Expires: _____