

REQUEST FOR QUALIFICATIONS
LANDSCAPING SERVICES/
DESIGN/BUILD SERVICES

City of East Ridge, Tennessee

General Information

The City of East Ridge, Tennessee is soliciting Letters of Interest and Requests for Qualifications (RFQ) from experienced, full-service landscaping design and build firms. The selected firm will provide professional landscaping services that include the design, construction, and enhancement of City-designated outdoor spaces. Projects may include new landscape installations, beautification of existing areas, and improvements to public parks, medians, and municipal properties throughout the City.

Scope of Services

The selected landscaping design/build firm shall be expected to provide the following scope of services:

- Design landscaping plans according to specifications provided by the City, including layout, plant selection, hardscape elements, irrigation, and other relevant features.
- Construct and install landscaping elements based on approved designs, ensuring proper grading, drainage, and integration with existing infrastructure.
- Enhance and beautify designated public spaces, including parks, medians, building entrances, and other municipal properties.
- Provide expert consultation and innovative recommendations to the City for sustainable, low-maintenance, and visually appealing landscaping solutions.

Qualifications of Firms

Landscaping design/build firms shall meet, at a minimum, the following qualifications:

- Evidence that the firm has been in business for a minimum of three (3) years.
- Demonstrated experience in providing custom landscaping design and build services for public spaces, including examples of completed municipal or commercial projects.
- Names and resumes of principal officers and/or key project staff, including certifications or licenses relevant to landscape architecture, horticulture, or construction.
- Any other details that demonstrate the firm's expertise in landscape design, construction, and maintenance, and its ability to deliver high-quality, sustainable results.

Evaluation of RFQ's

The RFQ's received will be reviewed by a Consultant Evaluation Committee consisting of City Department Directors/Heads. The Committee may select one firm with which to attempt to negotiate a contract or develop a "short list" of firms for further evaluation. Those firms "short-listed" may be invited to make a presentation before the Committee. Factors that will be considered by the Committee during the review and evaluation period will be as follows:

- Ability and expertise of the firm.
- Quality of landscaping projects designed and built by the firm.

Submittal of RFQ

To be considered for this project, firms must submit three (3) copies of the Letters of Interest and RFQ along with an electronic file, to Shawna Skiles, 1517 Tombras Avenue, East Ridge, TN 37412 on or before 2:30 pm EDT, Wednesday, September 24, 2025. For additional details regarding the proposed project or questions about the submittal process, please email sskiles@eastridgetn.gov. All firm submittals will be advised when a selection has been made.