

REQUEST FOR QUALIFICATIONS  
PLANNING AND ARCHITECTURAL SERVICES  
For  
ANIMAL SHELTER AND OFFICES  
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 architectural services to include the preparation of a site plan, and the design and construction drawings/documents for an animal shelter and offices on approximately 0.87 acres of land located at the east end of Stone Street.

To receive information providing details of this RFQ please contact Janet Middleton, City Recorder, at 423-867-7711 or [jmiddleton@eastridgetn.gov](mailto:jmiddleton@eastridgetn.gov). To be considered for this project, firms must submit proposals on or before 2:00 pm, EDT, Wednesday, February 1, 2023.

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For  
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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 architectural services to include the preparation of a site plan, and the design and construction drawings/documents for an animal shelter and offices on approximately 0.87 acres of land located at the east end of Stone Street. The parcel of vacant land is rectangular (100 feet by 380 feet) and adjoins the east side of Stanley Heights Baptist Church and the west side of the three apartment complexes on Rebecca Drive.

Scope of Work

The animal shelter and offices project envisions a 4,500 square foot building to contain kennels for dogs and for cats, storage room for food and equipment, food preparation room, meet and greet room, laundry facilities, medical room, quarantine facilities, covered parking area for three vehicles, and restrooms. Ample parking and vehicle circulation, and dog exercise area, to be provided in the overall site plan.

Scope of Services

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

- Conduct public involvement meetings to generate ideas for the site and building layout.
- Develop a preliminary site plan for the 0.87 acres (vacant land) to include the building, parking lot and an active exercise area.
- Research possible grant programs for funding the animal shelter.
- Perform design and pre-construction responsibilities 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).

Qualifications of Firms

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

- Evidence that the firm has been in business for a minimum of three (3) years.

- Evidence of demonstrated accomplishments/projects showing that the firm has provided planning and architectural services associated with the construction of animal shelters. Details shall include, but not to be limited to, context and description of previous projects, name of the municipality/agency, and the name of the contact person at each municipality/agency.
- Evidence that the architect is qualified to perform the services stated in the RFQ within the State of Tennessee. Any architect not qualified to perform the services in the State of Tennessee will not be considered.
- 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(es), 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 animal shelter project.
- Examples of projects similar in nature; preference given to those projects involving animal shelters.
- Firm's awareness of project's issues, opportunities, and constraints.

#### Submittal of RFQ

To be considered for this project, firms must submit five (5) 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, Wednesday, February 1, 2023. For additional details regarding the proposed project or questions about the submittal process, please email [jscottmiller@eastridgetn.gov](mailto:jscottmiller@eastridgetn.gov). All firm submittals will be advised when a selection has been made.