

REQUEST FOR STATEMENTS OF QUALIFICATIONS

TOWN OF GREENEVILLE, TN DOWNTOWN REDEVELOPMENT PLAN

DEADLINE: FRIDAY, AUGUST 18, 2017 AT 12:00 NOON EST

The Town of Greeneville, Tennessee an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of a professional consultant planning and/or architectural firm to provide services related to A Downtown Redevelopment Plan for a Smaller Community.

A. PROJECT DESCRIPTION

The Town of Greeneville has recently received a grant from the United States Department of Agriculture's Rural Development Division to fund the creation of a Downtown Redevelopment Plan. The project area will include the historic downtown core of Greeneville.

The outcome of the grant will be to complete a planning document to guide downtown redevelopment initiatives, develop strategies for implementation, and provide assistance regarding the estimation of project costs. Ultimately the Town of Greeneville desires that the Plan will assist in the improvement of economic conditions of downtown Greeneville through its continued revitalization. Plan activities will include, but are not limited to, the following:

1. **Streetscape Improvement**, including sidewalks and pedestrian ways, landscaping and green spaces, pedestrian benches, lighting, intersection improvements, signage improvements, etc.
2. **Alternative Transportation Concepts**, such as pedestrian thoroughfares and plazas, to emphasize and enhance pedestrian safety while balancing vehicular access
3. **Public Space and Green Space Redevelopment**, including a focus on the downtown area's natural water features and topography
4. **Parking Study and Evaluation** to determine potential solutions for existing built environment parking constraints and opportunities for future development and implementation strategies

B. PROPOSAL CONTENTS

All respondents to this request shall submit a written Statement of Qualifications to include information directly related to the each of the selection criteria outlined

within this Request for Statements of Qualifications. Proposals shall not include estimates of costs or man-hours to perform desired services.

The Statement of Qualifications should include:

1. Specialized experience or technical expertise of the firm in developing **parking solutions** for a small/medium-sized downtown.
2. Past record of performance on contracts with **planning for traffic and pedestrian flow** to include developing a pedestrian plaza.
3. Past record of designing attractive amenities to **enhance existing water features**.
4. Familiarity and strong skills in **obtaining public input and citizen buy-in** on implementation plan components.
5. Expertise in development of **specific timelines and estimated costs** for each component.

C. SELECTION PROCESS

The Town of Greeneville's Downtown Redevelopment Plan Work Group shall review and evaluate all submissions by firms responding to the RFQ. All submissions will be evaluated and ranked based upon the Selection Criteria outlined in Section D. The Town may ask top-ranked firms to attend a presentation or in-person interview as a part of the evaluation process.

D. SELECTION CRITERIA

1. Qualification of firm, including staff and/or work team.
2. Familiarity with downtown revitalization activities, specifically in small to mid-sized downtowns, and demonstrated experience and expertise in preparing downtown plans.
3. Capacity of firm to perform the work within a specified timeframe and specified budget.
4. Quality of performance in past and/or similar projects, specifically in small to mid-sized downtowns.
5. Expertise in development of specific timelines and accurate estimated costs for each component.
6. Ability to establish a timeframe of project phasing and implementation strategy.
7. References and previous experience working on similar projects and past work with similar cities. Related project experience of individuals assigned to assist with project.
8. Responsiveness to the RFQ and compliance with instructions.
9. General impressions and presentation of qualifications.

E. SUBMITTAL

Respondents should submit **six (6) copies** of the proposals entitled **TOWN OF GREENEVILLE DOWNTOWN REDEVELOPMENT PLAN**, with an accompanying letter of interest, to:

**Town of Greeneville
Attn: Logan Engle
200 N. College Street
Greeneville, TN 37745**

A copy of this RFQ and a conceptual layout of this project can be found on the bid portal section of the Town's website at www.greenevilletn.gov Questions may be directed to Logan Engle at 423-639-7105 or lengle@greenevilletn.gov

All letters of interest and qualifications must be received by on or before **12:00 p.m. ET Friday, August 18, 2017**.

The letter of interest and qualifications shall indicate the scope of services to be completed by any sub-consultants.

Evaluation proceedings will be conducted within the established guidelines regarding equal employment opportunity and nondiscriminatory action based upon the grounds of race, color, sex, creed or national origin. Interested certified Disadvantaged Business Enterprise (DBE) firms as well as other minority-owned and women-owned firms are encouraged to respond to all advertisements by the Town of Greeneville.

The successful firm or individual must comply with Executive Order 11246, Equal Employment Opportunity, the Civil Rights Act of 1964, Section 109 of the Housing and Community Development Act of 1974, and Section 3 of the Housing and Urban Development Act of 1968.