

REQUEST FOR QUALIFICATIONS

ENGINEERING SERVICES

ELIZABETHTON WHITEWATER PARK

PHASE I

OPPORTUNITIES, CONSTRAINTS, AND SITE REVIEW

March 18, 2021

OVERVIEW

The City of Elizabethton, Tennessee is requesting qualifications from firms for engineering analysis of a proposed whitewater park being considered by the City Council. It is requested that the submitting firms analyze the suitability of Doe River and the Watauga River for kayaking, whitewater rafting, tubing, etc. It is also requested that the submitting firms consider options to enhance such use of the rivers, whether by installation of structures in the riverbed, or by other means. The proposed park is in the early conceptual phase. The City requires authoritative, evidence-based opinions regarding the technical feasibility of the park concept, as well as better definition of the possible locations of the whitewater features. Preliminary order-of-magnitude cost estimates of the various options are required. The services provided should allow the City to evaluate the risks and benefits of moving the Whitewater Park Project (known informally as "Surf Betsy") to the next phase of development: Project Design

SCOPE OF SERVICES

Phase I of the project is a survey of opportunities, constraints, and site evaluation. Engineering services are anticipated to include, but are not limited to:

- Collaboration with the City, and auxiliary entities such as the Surf Betsy Advisory Board, and the East Tennessee State University College of Business.
- Project management through telephone and on-line meetings, progress reports, and correspondence.
- Identification and mitigation of risk through information gathering, analysis and assessment.
- Identifying key stakeholders
- Outreach and coordination with regulatory agencies
- Providing leads and sources on similar projects to the City and Advisory Board for benchmarking.

- Produce graphic materials that illustrate the findings and opinions of the analysis, with associated opportunities and constraints related to site options and feature options under consideration.
- Develop conceptual designs for selected sites with options and cost opinions.

At the sole option of the City and pending funding, the project may proceed to bidding and construction. The City reserves the right to utilize the Engineering Firm selected for the pre-construction in future phases, or the City may choose to move to another team at its sole option pending performance during Phase I.

Statements of Qualifications

The format of the Statement of Qualifications shall be submitted per the responding firm's judgement. In general, the Statement of Qualifications shall be organized in a manner that will facilitate the evaluation of the responding firm and should specifically address each evaluation criteria. Additional information beyond what is listed for each criterion in the preceding section that is deemed relevant may also be submitted. The Statement of Qualification shall be no more than thirty (30) pages in total length.

Firm Profile Information:

- A signed cover letter from a principal in the firm expressing interest in the project and certifying that sufficient resources in personnel, equipment, and time are available and can be committed to this project.
- A statement of the firm's philosophy, goals, vision statements and/or guiding principles.
- Firm name identifies legal entity that would enter into contract with the City.
- Address of principal office where work will be performed.
- Phone number, website and email information.
- Name and information of the individual who will be the City's primary contact.
- General statement of firm's history and financial stability.

- Identify any conflicts of interest the firm or key personnel may have with the project, if applicable.
- Number of years the firm has been in business in its current capacity.
- Insurance information.

Personnel Information:

- A resume of each team member that will be directly involved. The resume should detail relevant experience, length of service with the firm, job duties, educational and professional background.
- Provide an organization chart of all key team members who will be directly involved in providing services to be assigned specifically to this project. Identify the Project Manager who will be empowered to make decisions for and act on behalf of the firm.

Experience:

- List at least five (5) most recent relevant projects, either currently in progress or complete. Relevant projects should have been completed in the last twenty (20) years. The information provided shall be as follows.
 - List only projects involving the key team members proposed for this project.
 - List projects in date order with newest projects listed first and include the following:
 - Brief project description
 - Owner's representative having knowledge of the firm's work. Include the contact name organization, phone number, and email address;
 - Discuss the methods, approach and controls used on the project in order to complete it in an effective, timely, economical and professional manner;
 - Specifically reference what the firm has learned about constructing these types of public parks in relatable experiences.
 - Describe the firm's and the key team members' past success in meeting established schedules and budgets for major projects as construction manager.

- Describe the methods, procedures, and policies used to maintain schedules and budgets.
- Discuss the availability of your key team members, particularly for the next 12 months.

Quality Control:

- Briefly describe the firm's quality control program, specifically its technical review process.
- Describe the firm's Project Management and Quality Control procedures, processes for performance, and past involvement of these types of projects.
- Discuss the firm's management and quality control procedures related to subcontractors.
- Discuss your firm's safety program.

Qualifications Package Evaluation Criteria:

A selection committee made up of City personnel, along with the consultation of select members of the Surf Betsy Advisory Board, will evaluate the information submitted. Primary evaluation criteria and anticipated weights the City intends to select the most qualified firms are listed below. The City reserves the right to alter this criteria and weights assigned throughout the selection process. The selection committee will read, review and evaluate the qualifications independently based on the evaluation criteria and recommend selected firms for an interview. Selection is subjective in many areas and the decision of the City will be final and not subject to re-evaluation by the firms submitting Statement of Qualification.

The following factors will be used in the evaluation process:

- Reputation, quality, and experience (30 points possible)
- Experience of proposed team (50 points possible)
- Quality Control (10 points possible)
- Approach (10 points)

Submitting Requirements:

Statement of Qualification shall be mailed to:

Attn: Greg Workman (Purchasing Director)

136 South Sycamore Street, Suite 203

Elizabethton, Tennessee 37643

Statement of Qualification shall be received by April 20, 2021 at 2:00 pm eastern standard time

Statement of Qualification received after this deadline will not be considered.

Questions regarding this request should be directed to Greg Workman and will be accepted until April 13, 2021 at 5:00 pm eastern standard time. Questions must be submitted in writing and delivered via email (gworkman@cityofelizabethton.org) All responses to questions will be posted by April 15, 2021 at 5:00 pm on the City's website and to the known responders to the Request for Qualification as an addendum to the Request for Qualification.

The City reserves the right to call for interviews with submitting firms following an initial review of the Statement of Qualification submitted. Interviews are not guaranteed as part of this process and discretion to call an interview is the sole authority of the City.

Maintaining the integrity of the Request for Qualification is of paramount importance for the City. Please do not contact members of the City or their staff regarding this contract until the award is presented for approval, other than the City's designated contact person.

The City accepts no responsibility for expenses incurred during the preparation or delivery of Statement of Qualification. The City reserves the right to: reject any and all statements of qualification, select the most qualified firm for the referenced work, waive technical errors and informalities, and to accept the statement of qualifications, which, in its sole judgement, best serves the public interest. In the event of limited response, the City also reserves the right to extend the submittal deadline as appropriate in order to assure a competitive procurement process. It is the practice of the City to provide minorities an equal opportunity to participate in

423-542-1505

gworkman@cityofelizabethton.org