



**NOTICE TO CONSULTANT ARCHITECTURAL/ENGINEERING FIRMS
REGARDING A REQUEST FOR PROFESSIONAL QUALIFICATIONS AND LETTERS
OF INTEREST**

December 20, 2022

The City of Shelbyville seeks to retain the professional services of an architectural/engineering firm to provide expertise and guidance in the development and implementation of the City's Public Facilities Improvement Plan. Responsibilities of the selected firm will include, but not be limited to:

- Evaluation of current facilities to determine renovation, sale, demolition, etc.
- Create a priority grade for current public facilities as it relates to providing services to the public, notably the police facility and main fire facility.
- Advise on new facility construction, including, but not limited to, site selection, cost analysis, funding opportunities, construction timelines, design, and construction oversight.
- Present recommended options to the City Facility Task Force and the Mayor & City Council on best practices and cost-efficient methods to implement the Public Facilities Improvement Plan.

For the RFQ, the architectural/engineering firm shall provide a narrative outlining the challenges and opportunities of this project. It is also recommended to provide illustrations, sketches and lay-outs of past projects that emphasize public facility improvements, as well as relevant experience of personnel assigned to the project.

The following criteria will be evaluated during the consultant selection process:

- Firm's qualifications (30%)
- Relevant past project experience of firm (25%)
- Relevant past project experience and availability of personnel (30%)
- Past history with client (10%)
- Proposal completeness (5%)

Firms may request consideration by submitting a letter of interest along with qualifications of the firm, past projects and qualifications of personnel, (Five (5) paper copies and one (1) PDF on flash drive) to Lori Saddler, Purchasing/IT Director, 201 N. Spring Street, Shelbyville, TN



37160. All letters of interest and qualifications packets must be received by 2:00 p.m. CST, Tuesday, January 17, 2023, in a sealed packet.

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.

The City of Shelbyville is subject to the Open Records Act, TCA 10-7-501, et. Seq. Bidders are advised that all documents submitted on behalf of this invitation shall be open to the public for viewing and inspection. The City of Shelbyville will fulfill Public Records Requests in compliance with Tennessee Open Records Act.

Regarding questions related to this notice, please contact Scott Collins, City Manager, City of Shelbyville at (931) 684-2691 or email scott.collins@shelbyvilletn.org.