



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

September 6, 2023

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 Trails and Greenway Master Plan. Responsibilities of the selected firm will include, but not be limited to:

- Evaluation of current trails to determine renovation, expansion, etc.
- Engagement of community via public meetings and surveys to ensure that the needs of the citizens are met with the Master Plan project.
- Design a comprehensive Trails and Greenway Master Plan for the City of Shelbyville that includes, but not limited to, site selection, cost analysis, funding opportunities, construction timelines, etc.
- The ability to complete the tasks above within one calendar year.

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 parks and/or trail, greenway, and blue way systems, 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%)
- 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 Director, 201 N. Spring Street, Shelbyville, TN 37160.



All letters of interest and qualifications packets must be received by 2:00 p.m. CST, Thursday, September 28, 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 Mike Alsup, Parks and Recreation Director, City of Shelbyville at (931) 684-9780 or email Mike.Alsup@shelbyvilletn.org.