

City of
SHELBYVILLE
Tennessee

**NOTICE TO CONSULTANT ENGINEERS/LANDSCAPE ARCHITECTS
REGARDING A REQUEST FOR QUALIFICATIONS AND LETTERS OF INTEREST**

December 19, 2022

The City of Shelbyville, Tennessee seeks to retain the services of a professional consultant engineering/landscape architect firm to provide services related to the Tennis Court Expansion Project, design, bid specifications and construction administration/inspection for the development of two (2) new lighted tennis courts, two (2) new lighted pickleball courts, resurfacing the six (6) existing tennis courts, and improving the associated drainage for the City of Shelbyville. Responsibilities of the professional consultant firm include, but are not limited to:

- Planning, Design and Construction Engineering Inspection (CEI) Services
- Formulation of construction and bid documents
- Prepare environmental documentation and procure all necessary permits

Firms may request consideration by submitting a letter of interest along with qualifications (**Five 5 Copies**) to **Mrs. Lori Saddler, Purchasing Director, 201 North Spring Street, Shelbyville, TN 37160**. All letters of interest and qualifications must be received by the Purchasing Director on or before **11:00 a.m. CST, Tuesday, January 10, 2023 in a sealed packet**. The letter of interest and qualifications shall indicate the scope of services to be completed by any sub-consultants.

The City will evaluate the submitted letters of interest and qualifications and make a selection. Each firm from which a response was received will be informed of their success or failure after the evaluation. The factors that will be considered in evaluation of Statement of Qualifications are:

- a. Past experience in the required disciplines
- b. Past experience specific to park development
- c. Qualification and availability of staff
- d. Demonstrated ability to meet schedules without compromising sound engineering practice
- e. Evaluations on prior projects/references

Evaluation proceedings will be conducted within the established guidelines regarding equal employment opportunity and nondiscriminatory action based upon the grounds of race, sex, religion, color, national or ethnic origin, age, disability or military service. 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 City of Shelbyville.

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.

GENERAL SCOPE OF WORK

Improvements shall include, but not be limited to, designing overall site, two (2) lighted tennis courts with a courtyard area to include bleachers and shade, two (2) pickleball courts, resurfacing the six (6) existing tennis courts, connecting access within the ADA guidelines to all the facilities, stormwater, water improvements, and related utility improvements. Assist in providing maps and clearances for application to the LPRF grant under the granting TDEC agency.

Tasks To Be Completed Include:

Task I

1. Prepare any required documentation for environmental clearance in compliance with the National Environmental Policy Act (NEPA).

Task II

1. Prepare engineering design plans that meet or exceed all federal and state guidelines.
2. Prepare all required bid documents. Conduct all pre-bid conferences and assist in all aspects of the bidding process.
3. Conduct pre-construction conference.
4. Perform construction engineering inspection (CEI) services for all aspects of the aforementioned project.
5. Grant Administration.

Upon selection, a specific professional services agreement shall be negotiated based upon the scope of work proposed.

For a more detailed project description and proposed scope of work, contact Mr. Mike Alsup, Parks and Recreation Director, City of Shelbyville (931) 684-9780 or email mike.alsup@shelbyvilletn.org or Scott Collins, City Manager, (931) 684-2691 or email scott.collins@shelbyvilletn.org