



NOTICE TO CONSULTANT ARCHITECTURAL/DESIGN/FABRICATION 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/design/fabrication firm to provide expertise and guidance in the development and implementation of the City's Wayfinding Signage Master Plan. Responsibilities of the selected firm will include, but not be limited to:

- Evaluation of current gateway areas to determine the most efficient and beneficial placement of signs, etc.
- Engagement of the Mayor & City Council, City staff, key stakeholders, etc. to develop a design working group to determine main points of interest to emphasize for the Wayfinding Signage Master Plan project.
- Design a comprehensive Wayfinding Signage Master Plan for the City of Shelbyville that includes, but not limited to, design selection, locations of signs to direct to Downtown and other key attractions, cost analysis, funding opportunities, and coordinating for the Phase I design, fabrication & installation of the wayfinding signs focused on the Downtown area.
- The ability to complete the tasks above on a mutually agreed upon timeline.

For the RFQ, the architectural/design/fabrication 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 designing and coordinating a wayfinding signage program, 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 Scott Collins, City Manager, City of Shelbyville at (931) 684-2691 or email Scott.Collins@shelbyvilletn.org.