

City of Fayetteville

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"Where Tradition Meets Tomorrow"

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STATEMENT OF QUALIFICATIONS DOWNTOWN SQUARE SIDEWALKS PROJECT 2021 CITY OF FAYETTEVILLE, TENNESSEE January 12, 2021

Sealed Statement of Qualifications, subject to the specifications and conditions contained herein and attached hereto, will be received in the City Administrator's Office, Fayetteville Municipal Building, until, but no later than **2:00 p.m. CST January 28, 2021**, and then opened for the professional consultant engineering firm to provide services related to the City of Fayetteville Downtown Square Sidewalks Project 2021.

If you are an individual with a disability and require a reasonable accommodation or have additional questions regarding this invitation, please contact the Human Resources Coordinator, Shelia Childress at (931) 433-6154.

Background

Fayetteville's objective is to engage the professional services of a professional consultant engineering firm to develop plans and monitor construction activities for the City of Fayetteville Downtown Square Sidewalk Project 2021.

The engineering responsibilities may include but are not limited to:

- Coordination with City officials to determine scope of project.
- Coordination with Fayetteville Public Utilities to determine mutually beneficial practices during the duration of the project.
- Meet as needed with City officials, impacted property owners and key stakeholders to explain scope and duration of the project.
- Assist City officials in addressing issues raised by property owners and key stakeholders.
- Review the City of Fayetteville's Downtown Master Plan to incorporate recommendations as necessary or possible within budgetary parameters.
- Review the City of Fayetteville's ADA Transition Plan to incorporate recommendations as necessary and within budgetary parameters.

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Scope of Services

The consulting firm selected for this assignment will work closely with City staff to prepare the Downtown Square Sidewalks Project Plan 2021. While the final scope of services will be developed in conjunction with the firm selected for this project, the following are major work components and elements expected to be provided:

- Preliminary design services including survey and right-of-way determinations.
- Final design services including final design plans, right-of-way plans, preparing and submitting any necessary permits in preparation of bid/construction documents for the construction of the project.
- Provide itemized estimate of probable costs.
- Prepare project specifications and bid documents.
- Prepare bid notice and advertisement.
- Assist the City in evaluation of bids and recommendation for contract award.
- Attend and participate in meetings scheduled as the plan evolves to provide progress reports and obtain feedback.
- Develop a timeline for the project and provide updates as needed on any deviations from the schedule.

Key Requested Components

- Ability to build consensus from City officials, staff and key stakeholders.
- Ability to manage project within budgetary parameters.
- Review the COF Downtown Master Plan and make recommendations for trees and landscaping as it pertains to the new construction.
- Recommendation on PROWAG and ADA issues as detailed in the COF ADA Transition Plan.

Proposal Instructions:

To be considered, you must submit five copies of your proposal addressing the requested services. Proposals documents shall be returned to:

City Administrator
Fayetteville Municipal Building
110 Elk Avenue S
Fayetteville, TN 37334

Mark outside of envelope with SOQ – Downtown Square Sidewalks Project 2021 and the opening date of the proposal, **January 28, 2021**.

Information is time sensitive and any proposal received after the announced time and date for submittal, whether by mail or otherwise, will be rejected. The time of receipt shall be determined by the City Administrator's Office. Vendors are responsible for ensuring that their proposals are stamped by the City Administrator's Office personnel before the deadline indicated. Late proposals received will be so noted in the proposal file and the proposal will be returned unopened. Faxed or email proposals shall not be accepted.

Nothing herein is intended to exclude any responsible vendor, his product or service or in any way restrain or restrict competition. On the contrary, all responsible vendors are encouraged to bid and their bids are solicited. The City of Fayetteville is compliant and does not discriminate on the basis of race, sex or disability in its services, programs and activities pursuant to the requirements of the Title VI of the Civil Rights Act of 1964 and Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990.

All costs of preparing and submitting a proposal including any onsite interviews shall be borne solely by the respondent.

Timeline for the Proposals

Release SOQ – January 12, 2021

Proposals Due – January 28, 2021

Proposals Evaluations – January 28 – February 1, 2021

Contract awarded by Board of Mayor & Aldermen – February 9, 2021

Modifications and Addenda

The City reserves the right to change proposal submission requirements and to change the due date at any point during the SOQ process. Any and all changes will be posted as addenda and accessible through the City's current website. It shall be the sole responsibility of respondents to check this site for any addenda. For addenda, please check www.fayettevilletn.com.

Proprietary Information

All responses to this request shall be considered public record and available to the general public for inspection upon completion of the evaluation process and the recommendation for an award.

If the proposer believes any of the material submitted to be proprietary, the proprietary material shall be specifically identified within the proposal. The City shall not be bound by Proposer's determination regarding proprietary information but should a request for such information marked as proprietary be made, it will notify the Proposer. Proposer shall be responsible for taking appropriate action to defend against disclosure of it confidential information.

Proposal Content

To be considered, firms must submit five (5) copies of their proposal. A letter expressing an interest to be considered for the project must be included and signed by someone authorized to bind the proposer. Proposals must be no more than 15 pages (including the letter). The following criteria will be used to evaluate the proposals:

- a. Firm experience and credentials (10%)

- b. Experience specific to major sidewalk projects in the past 5 years (25%)
- c. Past experience with the City of Fayetteville (20%)
- d. Qualifications, workload capacity, and availability of staff (20%)
- e. References (5%)
- f. Project approach (20%)

Selection Process and Procedure

A selection committee of three to five members will review all proposals received. Proposals will be individually scored by committee members based upon the selection criteria. All individual scores will be aggregated to determine the proposal receiving the highest score. The committee will collectively discuss the proposals and scores.

The selection process may include an interview session, the cost of which shall be borne exclusively by the proposer. The City will select the respondent that in the sole judgment of the City best satisfies the requirements of the SOQ and the expectations of the City and can do so at the best value to the City and its taxpayers. Respondents may not contest for any reason the selection of the City.

The City reserves the right to request additional information from any respondent after submission of proposal including, but not limited to, clarification of submitted materials, and/or interviews or to allow for corrections of misinformation or omitted information.

Prior to the final recommendation for an award, each proposal will remain confidential, to the extent permitted by law, and not made available to anyone except those involved in the selection process.

Upon selection, the final contract amount will be subject to negotiation once an exact scope of services has been defined and all relevant terms agreed upon by both parties. Selection does not guarantee award of the contract. In the event the selected proposer and the City fail to agree to contract terms, the City may choose from remaining respondents or put out another request for Statement of Qualifications.

