

REQUEST FOR QUALIFICATIONS (RFQ)

TOWN OF LOUISVILLE

COMMUNITY PARK PHASE I



SUBMITTAL DEADLINE

DAY & TIME

01 / 31 / 2022

REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL DESIGN SERVICES

TOWN OF LOUISVILLE PARK PHASE I

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1. SCOPE OF THE REQUEST FOR QUALIFICATIONS

This Request for Qualifications (RFQ) contains instructions governing a firm's submission; the required material for the submission; a description of the services to be provided; selection criteria; and other requirements, which must be met by the proposing firm to be eligible for consideration.

2. PROJECT DESCRIPTION

The Town of Louisville, TN is seeking the services of a qualified design firm or team to provide architecture, landscape architecture and engineering services for the design of Phase I of the Town of Louisville Master Park Master Plan. Phase I to include the design and construction documents (CDs) for a Restroom, Concession, Performance Stage and Storage facility, children's playground, entry signage, and walking trail lighting standards. The project site is located at 3623 Louisville Road, Louisville, TN 37777. The Town of Louisville Park is a 32-acre parcel, currently the home of Louisville's Town Hall, the Fire Department, Utilities Services, and storage. The Park is frequently hosting festivals, concerts, community events, and welcomes groups and individuals of all ages to use the walking trails and open lawns. This Phase I RFQ focuses on an approximately 2-acre area adjacent to the Town Hall building.

The Louisville Park Conceptual Master Plan was developed in 2021 and sets the tone for the Park's future development. The concept plan illustrates the overall direction of the park's future, but additional conceptual iterations are anticipated with the selected firm/team. The successful firm will deliver a Phase I design and CD package that continues the overall theme and direction of the concept master plan.

3. PROPOSED SCOPE OF SERVICES

The successful firm/team will provide demonstrated ability to deliver Schematic and Final Design and Construction Documents as well as community engagement and coordination with Town staff for the following:

- a. Review and adaptation of existing master plan,
- b. Site evaluation of project site,
- c. Evaluation of existing and required utilities for proposed park elements,
- d. Topographic and boundary survey of project area,
- e. Review of existing state and local requirements for design and development,
- f. Preparation of Schematic Drawings of proposed park elements for presentation and review addressing:
 - i. Accessible Restrooms
 - ii. Performance Stage / Area
 - iii. Park Concessions / Ticketing / Storage
 - iv. Accessible K-5 Playground
 - v. Lighting and Irrigation
 - vi. Landscaping
 - vii. Utilities

- viii. Other elements deemed necessary by the Town administration
- g. Preparation of complete Construction Document package for bidding and construction.
- h. Attendance at and presentations for all required public, progress, and review meetings.
- i. Construction oversight and project administration as requested.

4. SELECTION PROCESS

Interested and Qualified firms/teams may submit questions to Linda Webb via email only at manager@louisvilletn.gov. Phone calls will not be accepted nor responded to for answers. Emailed questions must be submitted prior to January 20, 2020. All questions and answers will be distributed to all submitting firms via email.

The Selection Committee will be composed of Town Administration and Staff. The Committee will open and review the Statements of Qualifications packages and will select the winning firm. Contract negotiations will ensure prior to the Notice to Proceed.

5. STATEMENT OF QUALIFICATIONS (SOQ)

- A. Transmittal / Cover Letter: The Transmittal/Cover Letter shall include the name of the project and list the names, addresses, and other contact information of the firm or firms submitting. This letter shall also list the name, position in firm, address, email, and phone number(s) of the person responsible for administering/managing the project. The letter shall also list all consultants, and their pertinent information, who will provide services to the submitting firm. Letter must be signed by the submitting firm's official who is authorized to contractually bind the submitting firm.
- B. Firm's/Team's Personnel and Corporate Profile: A brief Executive Summary and profile of the firm's/team's principals, design team, support staff, professional services, history of past project collaboration. Specific professional information on key individuals who are anticipated to have substantial roles on the project. This information should include professional discipline and resumes. Provide a brief description of firm's current workloads, staff availability, and ability to provide the services described in the RFQ. Provide an organizational chart identifying the design team members and their areas of responsibility.
- C. Similar Projects and Familiarity: Provide brief written descriptions of five (5) projects of similar size and scope, including any previous collaborations with the Town of Louisville. Provide written assessment of firm's/team's familiarity with the park location and site conditions.
- D. REFERENCES: Provide (3) references with contact information (Name, title/position, addresses, phone). References should have direct experience and knowledge with firms' previous and/or current work involving the services outlined in this RFQ.

The Selection Committee will evaluate all qualified submittals and will select the firm/team deemed most qualified, seeking to enter a contract for the required design services. In making the selection, the committee may schedule interviews with submitting firms, if deemed necessary. The committee reserves the right to request additional information and to discuss the RFQ and submittal for any purpose to seek and/or provide clarification. The committee reserves the right to reject all RFQs submittals, to conduct further studies or other reviews, or reissue this RFQ as part of the evaluation phase.

6. SUBMISSION PACKAGE:

- A. Submissions shall be in a sealed envelope addressed to Linda Webb, Town of Louisville, 3623 Louisville Road, P.O. Box 215, Louisville, TN 37777. **"RE: PARK PHASE I RFQ"** must be clearly written on front of envelope.
- B. Transmittal / Cover Letter must be signed per Item 5(A) above. Unsigned and/or incomplete submittals shall not be considered.
- C. All submittals must be received in Town of Louisville front office (via hand delivery or postal/delivery method) no later than 4:00pm on **January 31, 2022**.
- D. Emailed proposals will be accepted up until the date and time specified. Emailed submittals must be sent to manager@louisvilletn.gov. RE: PARK PHASE I RFQ must appear in the Subject Line. It is the responsibility of the submitting firm to ensure delivery in all cases and in a timely manner. Delivery to any location or email address will not be considered delivered.

7. QUESTIONS

Questions regarding this Request for Qualifications should be emailed to manager@louisvilletn.gov.