

REQUEST FOR PROPOSALS FOR PROFESSIONAL SERVICES

FAYETTEVILLE CITY COMMUNITY SAFE ROOM PROJECT

The City of Fayetteville, Tennessee is requesting Architectural firms to submit their qualifications and proposals to provide Architectural and Engineering service for design and engineering services that includes but not limited to, programming, budgeting, scheduling, construction documents, bid-specifications, bid advertisements, contract development and construction administration for a Fayetteville City owned Tornado Safe Room that meets or exceeds FEMA P-361 and ICC 500 design criteria. **This project is funded under a grant contract with the State of Tennessee.** The structure must be designed as a monolithic dome. Interested parties shall provide the City of Fayetteville with a sealed submission of qualifications and proposals before 10:00 a.m. local time on Wednesday, the 9th day of June, 2021. To be considered as responsive, the RFP submission shall include the following information: **A.** Letter of Interest. **B.** Provide a brief description of the Firm History. Provide the Tennessee Registration and/or Certificate of Good Standing. **C.** Describe the Size and Capacity of the Firm. List the Number of Full Time Staff along with the Number and List of Licensed Architects and Engineers. **D.** Provide Evidence of Professional Liability Insurance carried by the Firm. **E.** Provide a List of Similar Project Experience. Provide List and Description of 5 Most Recent Relevant Similar Scope Projects. If project performance was a Joint Venture or Association, list Firm's Role, List Firm's Experience in working with a Program Manager. List Firm's Experience with FEMA / TEMA. **F.** Provide a List of the Team Members who would be assigned to this project and a Resume of each Key Personnel assigned to the Project and their Role, Responsibilities and Experience. List Licenses/Registration/Certifications/Years of Experience of each person. **G.** A brief cost estimate for these professional services. The Owner's evaluation criteria will include the following: **a.** Past Performance 40 points. **b.** Management Plan 10 points. **c.** Technical Expertise 30 points. **d.** Capacity 10 points. **e.** Cost estimate 10 points. The City of Fayetteville, Tennessee at its sole discretion, may select one or more Firms to interview or may select one Firm from the RFP submission. The City of Fayetteville, at its sole discretion, may then engage the services of the responding firm deemed most qualified for this project. If interested in providing a response to the RFP for Architectural and Engineering services, please provide three (3) copies to the address stated before 10:00a.m. Central time, on Wednesday, the 9th day of June, 2021. Questions concerning this request for proposals should be addressed to Eric Jones at jonese@fcsboe.org or Eddie Keys at keyse@fcsboe.org. Proposals should be hand-delivered to Eric Jones, at 110 Elk Ave S #200, Fayetteville, TN 37334, or mailed certified to the same address.