



TOWN OF MOUNT CARMEL, TENNESSEE

Request for Qualifications

Professional Engineering Services

FY 2026 LPRF Project- Mount Carmel Park

RFQ # 25-002

Sealed Proposal Due Date/Time
April 23, 2025, at 4:00 pm EST

Assistant City Manager
Town of Mount Carmel
100 E. Main Street
Mount Carmel, Tennessee 37645
(423) 357-7311

tyler.williams@mountcarmeltn.gov

I. Project Summary

The Town of Mount Carmel, Tennessee, ("Town"), is seeking a "Statement of Qualifications," or (SOQs), regarding professional engineering services for enhancements to Mount Carmel Park ("Park").

The Town has received a Local Parks & Recreation Fund Grant (LPRF) from the Tennessee Department of Environment and Conservation for enhancements to the Park. The enhancements include replacement of restroom facilities and ADA improvements to an existing walking trail.

This project is funded in part by a Local Parks and Recreation Fund grant administered by the Tennessee Department of Environment and Conservation Recreation Resources Division.

II. Scope

The Town requests SOQs for qualified engineering firms to engineer the enhancements to the park to include replacement of restroom facilities and ADA improvements to an existing walking trail.

Professional engineering services are needed to provide:

- project design
- construction phased services
- limited construction inspection necessary to implement this project.

The Town will utilize the following criteria for the selection of the firm:

1. Specified experience or technical expertise of the firm in connection with the type of services to be provided. **(20 Points)**
2. Past record of performance on contracts with the community and other clients including quality of work, timeliness, and cost control. **(20 Points)**
3. Capacity of firm to perform the work within time limitations, taking into consideration the current and planned workload of the firm. **(20 Points)**
4. Familiarity with the LPRF Program and eligibility requirements. **(20 Points)**
5. Familiarity with local conditions. **(20 Points)**

III. Requirements for SOQ's

A Statement of Qualifications should include the following information:

1. Cover Letter/Letter of Interest:
A letter stating your interest in this project. Provide an overview of the key areas of the proposal and summarize the proposer's position as to why the firm/team should be selected.
2. Firm/Team Experience:
The Town is interested in the prime firm's experience in the planning and design of facilities. Please describe the project experience for at least three (3) municipal projects of a similar size and scope.
3. Personnel Experience:
Please include biographies of key staff to be assigned to the project, specifically their experience with municipal projects. Please include only those biographies of personnel deemed to be critical to the project. Include an organization chart showing the working relationship of the management

structure and any sub consulting team members.

4. **Project Understanding/Approach and Capacity:**

Describe the firm/team's understanding of a similar project scope and each key staff member's role within the execution and implementation of the project as envisioned by the firm/team, as well as the ability and willingness of the firm/team to maintain a dialogue and respond to questions from the Town's stakeholders and others concerning the administration of the process. Additionally, include information on any innovative or alternative value-added processes or approaches that may be considered applicable to this project. Include an overall evaluation of the Architect's ability to accomplish projects within established time schedules with projected costs for the project and notation of hourly rates to be charged. The Town desires to complete this project by June 30, 2026. Significant consideration will be given to firms with demonstrated experience utilizing innovative design and construction techniques.

Include information regarding capacity of firm to perform the work within time limitations, taking into consideration the current and planned workload of the firm.

5. **Familiarity with LPRF Program and Local Conditions:**

Please include information related to your firm's familiarity with the LPRF program, as well as familiarity with local conditions of Mount Carmel, Tennessee, and other surrounding areas.

IV. Submission Guidelines

Each respondent must submit five (5) paper copies of the sealed RFQ no later than 4:00 P.M. on Wednesday, April 23, 2025, addressed to Assistant City Manager, RFQ #25-002, Mount Carmel-City Hall, 100 E. Main Street, Mount Carmel, Tennessee 37645. The outside of the shipping carton must be clearly marked "*Sealed Request for Qualifications – Professional Engineering Services; FY 2026 LPRF Project- Mount Carmel Park.*"

<u>SCHEDULE</u>	
<u>Item</u>	<u>Date</u>
Advertisement for Sealed RFQ	March 31, 2025
Sealed RFP/PP submittal deadline	April 23, 2025- 4:00pm EST
Selection of highest rated respondent	Week of April 28, 2025
Negotiations & Agreement Execution	Week of May 5, 2025

V. Evaluation Criteria

The evaluation of the SOQ's and of the respondents presenting them will be carried out by a Selection Committee created for this purpose. The Committee will make its decision based on information gathered during the procurement process and evaluation criteria outlined in this section. Failure to provide relevant information may result in penalties being assessed on the evaluation score.

Respondents will be evaluated as follows:

1. Committee members will individually evaluate each SOQ on the points system identified in *Section II*.
2. The Committee will meet to discuss the SOQs and evaluate scores. Consensus will be reached by the Committee agreeing to scores representative of the Committee's overall evaluations. If consensus cannot be reached, the scores will be averaged and these scores will represent the Committee's overall evaluation.

3. The Town reserves the right to select a firm/team that will be asked to make a presentation to the Town's selection committee. The purpose of this interview is to clarify the qualifications of the respondents and allow the Committee to verify its evaluation.
4. The respondents will be notified of the ranking after recommendation for selection has been determined.

VI. Negotiations with Highest Scoring Respondent

The Town intends to negotiate an agreement with the respondent with the highest score, as determined by the Committee. However, should the negotiation with the highest scoring respondent not produce an acceptable partnership arrangement, the Town will request the respondent scoring second in the evaluation process to begin negotiations.

The responsibility for the final selection and partnership negotiation rests solely with the Town. This RFQ does not commit the Town to award a contract.

The Town shall not be liable to any respondent for costs associated with responding to the RFQ process, for the respondent's participation in any oral interview, or for any costs associated with negotiations. The Town reserves the right to reject any or all submittals, to waive any irregularities, and waive or modify any provisions of this request for qualifications, and to make the final determination as to the best respondent for the project.

VII. Title VI Compliance

It is the policy of the Town of Mount Carmel, Tennessee to ensure equal opportunity in all aspects of its programs and services without regard to race, color, sex, or national origin under Title VI of the Civil Rights Act of 1964. This policy applies to the administration of programs, facilities, benefits, or services that receive assistance from the Federal government. During the performance of this contract, the successful vendor agrees as follows:

1. To comply with the regulations relative to nondiscrimination in Federally assisted programs of the Department of Transportation, Title 49, Code of Federal Regulations, Part 21, (hereafter referred to as "Regulations") as they may be amended.
2. To ensure nondiscrimination on the grounds of race, color, sex, or national origin in the selection and retention of subcontractors, including procurement of materials and lease of equipment. The vendor shall not participate either directly or indirectly in discrimination prohibited by Section 21.5 of the Regulations, including employment practices.
3. That during solicitations either by competitive bidding or negotiation made by the vendor for work to be performed under a subcontract, including procurement of materials or lease of equipment, all potential subcontractors be notified by the vendor of their obligations under this contract and Regulations relative to nondiscrimination on the grounds of race, color, sex, or national origin.
4. That all information and reports required by the Regulations be readily accessible by the City of Bristol Tennessee or the Tennessee Department of Transportation as may be pertinent to ascertain compliance with the Regulations.
5. That in the event of noncompliance with the nondiscrimination provisions of the contract, the City shall impose contract sanctions as it or the Tennessee Department of Transportation may determine to be appropriate, including but not limited to:
 - a. Withholding payments until compliance is made, and/or
 - b. Cancellation, termination, or suspension of the contract, in whole or in part.
6. That the vendor includes these provisions in all subcontracts, including procurement

of materials and leases of equipment.

VIII. Open Records

Please note that any and all documents submitted to the Town that are associated with this project are subject to the Tennessee Public Records Act. Access to the record is governed by the Tennessee Public Records Act and the policies of the Town and the Tennessee Comptroller Office of Open Records Counsel.