

City of Gallatin

Request for Qualifications

Architecture & Engineering for a Parks & Recreation Facility

Due by 2 p.m. CDT on Thursday, May 26, 2022

The City of Gallatin invites qualified firms in architecture and engineering to submit a Statement of Qualifications with Evidence for consideration in work with the City of Gallatin on a new building to be located in a city park.

Submittals Requirements and Due Date:

Responses shall be submitted no later than 2 p.m. CDT on Thursday, May 26, 2022 to:

J.R. Smith, Purchasing Agent
Finance Department, City of Gallatin
132 West Main Street, Room 106
Gallatin, TN 37066

Interested firms shall submit five paper copies and one electronic file. Submittals should include qualifications of the firm, individuals, and subcontractors who will work on this project with attention to Criteria for Selection. Submittals are limited to 15 two-sided pages, including the cover.

Project Description:

- New building in Clearview Park, 723 Chambers Street
- Size and intended use of building to be determined through community engagement with attention to approved funding through ARPA
- Scope may be extended to include a master site plan for the entire Clearview Park
- Community engagement is critical with respect for diversity, equity, and inclusion

Criteria for Selection:

- Number of successfully built parks & recreation projects completed by the firm
- Direct experience with a similar city in the Southeast/Tennessee
- Expertise in federal grant compliance and management
- Philosophy or approach in public engagement to achieve collective community support for the design
- Staff and subcontractor credentials and availability
- Utilization of MBE, SDVBE, DSBE, WBE, DBE, SBE

Questions:

All questions must be submitted via email to jr.smith@gallatintn.gov no later than 2 p.m. CDT on Thursday, May 19, 2022.