

**REQUEST FOR QUALIFICATIONS
CITY OF TOWNSEND, TENNESSEE**

Special People's Park Permitting & Redesign

The City of Townsend requests Statements of Qualifications from professional design consultants for the permitting and redesign of their Special People's Park. The project involves the permitting, redesign, and construction of an existing riverfront park, parking & picnic area, and river access located along the 7100 block of E Lamar Alexander Parkway (US 321) and adjacent to the Little River. The city plans to begin construction as soon as practicable.

Specific services to be performed may include, but are not limited to, permit application documents, surveying services, geotechnical studies, landscape architecture, hydrologic studies, civil/structural designs, ADA/PROWAG compliance, public input sessions, 3D renderings of designs, construction documents, and construction engineering and inspection (CEI) services.

Statements should include the following, at a minimum:

1. A letter of interest signed by the principal of the firm with a statement of the firm's current workload, assurance of the firm's insurance coverage, the location where the majority of the work on this project will be accomplished, and a statement of the firm's financial stability. This letter may include a brief history of the firm.
2. Résumés of key personnel to be assigned to this project.
3. Related projects that the firm has worked on or had experience in during the last three years. Please include the name of the project, a contact person, and the dollar amount for each example (limit to five projects).
 - a) Include names, addresses and phone numbers of references.
 - b) Indicate individuals who have responsibility for each project and whether these people are still with your firm.
 - c) Include examples of other projects that are similar in scope to this one.
4. A maximum of five (5) pages of information not covered above, which may be useful and applicable to this project.

Please submit five copies of your Statement of Qualifications **by 12:00 o'clock p.m. on January 31, 2025, to Townsend City Hall, 123 Tiger Drive, Townsend, TN, 37882.** A selection committee will review the Statements of Qualifications and, if necessary, finalists will be invited to make presentations on a date to be determined. Upon selection, a contract will then be negotiated with the consultant deemed most qualified for this project.

Questions may be directed to Kelsey Satterfield, **email: k.satterfield@cityoftownsend.org**