

**REQUEST FOR QUALIFICATIONS  
FOR  
PRELIMINARY ENGINEERING (NEPA), DESIGN, RIGHT OF WAY AND  
CONSTRUCTION ENGINEERING AND INSPECTION SERVICES  
FOR  
LAKELAND ATHLETIC COMPLEX AND RECREATION PARK**

**June 22, 2018**

**City of Lakeland, Tennessee  
Parks and Recreation Office**

The City of Lakeland, Tennessee, an Equal Opportunity, Affirmative Action Employer, seeks to retain a professional engineering firm to provide various engineering services related to the construction of the Lakeland Athletic Complex and Recreation Park.

The construction project will be to clear, grade, and construct multi-purpose fields on a portion of property located near Memphis Arlington and Canada Rd. The project will also include construction of a maintenance building, site amenities, gravel roadways, and ADA accessible parking and pathways. The project is funded by the Fiscal Year 2018-2019 Park's General Fund, and if awarded, the Local Parks and Recreation Funds Grant through the Tennessee Department of Environment and Conservation.

**Scope of Services**

The City of Lakeland desires to hire a single consultant for the entire build of phase 1 of the project. Broadly defined, these services include preliminary and construction engineering design, surveying, geotechnical engineering, construction engineering and inspection, and environmental related services with respect to the project including, but not limited to:

1. Preparation of environmental (NEPA) documents
2. Right of way services (if necessary)
3. Preliminary and construction engineering plans which includes field surveys, geotechnical investigations, alignments, cross sections, construction details and contract specifications. All construction engineering plans must meet TDEC requirements.
4. Preparation of bid documents, Advertisement for Bids, Construction Contract and Permits
5. Construction Engineering and Inspection services
6. Final Project Closeout

## **Proposal Requirements**

The Proposal should demonstrate that the Consultant understands the intent and scope of the project, the character of the deliverables, the services required for their delivery and the specific tasks that must be performed in the course of supplying these services. In addition, consultant qualifications necessary to successfully complete this project should be demonstrated. In order to assist in the evaluation process, please include the following information in the proposal:

### **1. Introduction**

Proposal shall include basic information relative to the firm.

### **2. Qualifications and Experience**

Proposal shall detail the Consultant's experience relating specifically to municipal park's projects and/or TDEC projects. Include a listing of all recent work (within the past three years), which would indicate experience. This listing shall include a description of the work, project budget, and the approximate date the work was completed.

### **3. Qualifications and Experience of Key Staff**

Proposal shall identify key individuals assigned to this contract and include the function and/or responsibility of each of the identified individuals. Experience summaries of the key individuals must be provided, with emphasis on previous experience on similar projects in similar roles. Resumes of these key individuals should be included as an appendix to the proposal.

The proposal shall not exceed 35 pages including the appendix. Proposals shall be submitted by **Friday, July 13, 2018 at 4:00pm** to:

Lakeland City Hall  
Parks and Recreation Department  
10001 U.S. Highway 70  
Lakeland, TN 38002  
Phone: (901)-867-5414

Proposals shall be presented in a sealed envelope and clearly marked "Proposal for Athletic Complex Project". Include five (5) copies of the proposal. If any of the above requirements are not met, the proposal may not be considered. Proposals received after the deadline will not be accepted. Faxed or emailed proposals will not be accepted.

## **Selection Procedure**

The City of Lakeland has adopted the Consultant Selection Policy for Projects Funded in Whole or in Part with Funds Provided by the General Fund or the Tennessee Department of Environment and Conservation and will adhere to this policy in the selection of a consulting

firm for this project. An evaluation committee will review and rank each proposal based on the following criteria:

1. Ability and relevant expertise of the firm's personnel to be used in performing the service
2. Past experience in the required disciplines with TDEC and/or other clients
3. Qualification and availability of staff
4. Demonstrated ability to meet schedules without compromising sound engineering practice
5. Evaluations on prior state-funded projects if available
6. Size of project and limited or unlimited prequalification status
7. Amount of work under contract with the City
8. Whether the consultant can perform the work efficiently without compromising sound engineering practice
9. Other factors, including interviews and demonstrations, as approved by the City

Selection of the consultants may be based solely on the submittal of the proposal. If the committee wishes to conduct interviews, City staff will contact each firm to set up a date for the interview. The interview process will allow the firms to better educate city staff about their experience and qualifications. Interviews will be limited to 30 minutes. The Consultants deemed most qualified to provide the required services will be selected and the contracts will be presented to the Board of Commissioners for their approval of the contract.

The City of Lakeland reserves the right to seek clarification of any proposal submitted and to select the proposals considered to best promote the public interest of Lakeland.

All proposals become the property of the City of Lakeland upon submission. The cost of preparing, submitting and presenting a proposal is the sole expense of the Consultant. Lakeland reserves the right to reject any and all proposals received as a result of this solicitation, to negotiate with any qualified source, to waive any formality and any technicalities or to cancel the RFQ in part or in its entirety if it is in the best interest of City of Lakeland. This solicitation of proposals in no way obligates Lakeland to award a contract.

The City of Lakeland will not discriminate against any individual for any reason and will provide services to all citizens and contractors, both potential and current, in a nondiscriminatory fashion. It is the intent of the city to fully comply with the provision of Title VI and Title VII of the Civil Rights Act of 1964. The City is committed to a moral, ethical, and legal responsibility to ensure equitable employment practices and the delivery of city services regardless of an individual's race, color, religion, national origin, age, disability, gender or political affiliation. No Disadvantaged Business Enterprise (DBE) goal has been set on this contract. However, the use of DBE or minority/women owned firms are encouraged.

For additional information regarding the project or RFQ requirements, please contact Kevin Rooney, Director of Parks and Recreation at 901-867-5414 or [krooney@lakelandtn.org](mailto:krooney@lakelandtn.org).

Jim Atkinson, AICP  
City Manager