

Town of Arlington, Tennessee

Request for Qualifications for Planning & Architectural Services for Tennis Facility

December 22, 2017

Background

The Town of Arlington has been experiencing tremendous growth in the past decade, and has become a destination for people looking for a place to live and raise their families and for retail, commercial, medical and industrial development. As the Town's leadership develops strategies to properly manage this growth and best serve our community, we have identified additional amenities that will help enhance our services to our citizens. This 6 acre site has been identified as an adjoining location of our current Arlington Sports Complex and is surrounded by Milton Wilson, Memphis Arlington and Hwy 385.

Purpose

The Town is seeking a qualified architect or consultant team to provide building standards and streetscape design for the proposed location. This area is designated for community and municipal facilities, and the Town's desire is to address tennis courts, parking, drainage, grading, lighting, restrooms, signage, streetscape and landscape elements and safe connectivity between current sites/fields.

The architect/consultant team is expected to work closely with the Town's planning and engineering team, and will utilize the Town Design Guidelines Manual (2008) and the Town's recently adopted Design Standards (2017) as a foundation for all proposed improvements. The architect /consultant team will further develop design concepts from what is provided from the input from the Tennis Committee.

The deliverables from the architect /consultant team is not expected to include construction/bid documents for any of the work describe above.

A map of the area is attached and Design Guidelines are posted on the Town's website.

Proposal Requirements

Consultants are asked to submit concise proposals describing their experience with similar projects, and their approach to the proposed project. Proposals should be prepared 8.5x11 standard size paper and limited to 20 single sided pages, including resumes, references, and other attachments (excluding the Appendix as described below).

The proposal must include the following items:

1. Cover Letter to include name, address, and telephone number of the prospective Project Manager that would be assigned to this project
2. Organizational Chart to include personnel from prime firm and from sub-consultant firms
3. Team Data to include the lead firm's name, areas of expertise, and a brief history of the firm, size, office locations, etc.
4. Personnel Resumes of **only** those that will specifically be assigned to this project. A letter of commitment may be required at a later date to affirm that these individuals will be involved on a day-to-day basis on the project.
5. Project Experience to describe relevant qualifications and experience with similar projects. Consultants are encouraged to provide samples of work done in other communities in an Appendix. The Appendix pages will not count against your 20-page maximum
6. Project Approach to include the method of conducting the work, and how the final deliverables will be developed

Five (5) copies of the proposal shall be submitted in a sealed envelope marked "Town of Arlington Tennis Facility" by **Thursday, January 18, 2018, at 2:00pm** to:

Arlington Town Hall
5854 Airline Road
P.O. Box 507
Arlington, TN 38002

If any of the above requirements are not met, the proposal may not be considered.

Upon release of this RFSOQ, all vendor communications concerning this procurement shall be in writing and must be directed to Brittney Owens at bowens@townofarlington.org. Any oral communications shall be considered unofficial and nonbinding

A Selection Committee will review the proposals received, and may develop a short list of teams to interview with the Committee and/or other members from the Town's executive leadership. The Town may also opt to select a team without going through an interview process.