



# CITY OF NEWPORT



## REQUEST FOR STATEMENTS OF QUALIFICATIONS

### CITY OF NEWPORT, TN DOWNTOWN STREETSCAPE AND DESIGN DRAWINGS

**DEADLINE: TUESDAY, APRIL 30, 2019 AT 12:00 NOON EST**

The City of Newport, Tennessee an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of a professional consultant engineering firm to provide services related to developing an overall streetscape plan for the City of Newport's Downtown Master Plan.

#### **A. PROJECT DESCRIPTION**

The City of Newport has received a grant from the State of Tennessee's Department of Economic and Community Development to fund a streetscape plan for the downtown area. A Downtown Master Plan has been adopted by city council and a detailed streetscape plan is part of that overall development.

To continue implementation of the Downtown Master Plan, the City of Newport is seeking to begin developing a vision for what the streetscapes and overall visual concept of Downtown Newport should become as we seek to revitalize this area. The Downtown area as defined by the plan stretches the blocks between Helm Avenue to the west, Empire Street to the east, Main Street to the North and Broadway to the South as well as the riverfront properties along the greenway for a total area of .1 square miles.

The City is seeking to retain a firm to assist with the design drawings to prepare for subsequent construction, which could include (but is not limited to) ADA compliant crosswalks and sidewalks, landscape plantings, site furnishings, street lighting, and possible utility relocation. The scope of work will include preliminary and final design phases, work with City staff to complete a design plan to be used for future engineering documents and public engagement sessions to gather community input.

#### **B. PROPOSAL CONTENTS**

All respondents to this request shall submit a written Statement of Qualifications to include information directly related to each of the selection criteria outlined within this Request for Statements of Qualifications. Proposals shall not include estimates of costs or man-hours to perform desired services.

The Statement of Qualifications should include:

1. Project understanding



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2. Experience of the firm(s) and experience of specific staff assigned to the project
3. Experience of the specific staff with design of similar public streetscape projects
4. Experience in a variety of focus areas related to downtown streetscape design, including: (1) design expertise, (2) multimodal and Complete Streets design, (3) ADA standards, (4) underground utilities, and (5) flexible street design that allows for multiple uses beyond traffic movement
5. Knowledge of the Uniform Relocation Assistant & Real Property Acquisition Act and TDOT Local Government Guidelines
6. Capacity of the firm/team to adapt to the needs of the project or project phase

## C. SELECTION PROCESS

The City of Newport and the Cocke County Partnership shall review and evaluate all submissions by firms responding to the RFQ. The firm presenting the best evaluated qualifications will be chosen. The City / Partnership may ask top-ranked firms to attend a presentation or in-person interview as a part of the evaluation process.

## D. SELECTION CRITERIA

1. Qualification of firm, including staff and/or work team.
2. Familiarity with downtown revitalization activities, specifically in small to mid-sized rural downtowns, and demonstrated experience and expertise in preparing design drawings for downtown streetscape projects.
3. Capacity of firm to perform the work within a specified timeframe and specified budget.
4. Quality of performance in past and/or similar projects, specifically in small to mid-sized rural downtowns.
5. Expertise in development of specific timelines and accurate estimated costs for each component.
6. References and previous experience working on similar projects and past work with similar cities. Related project experience of individuals assigned to assist with project.
7. Responsiveness to the RFQ and compliance with instructions.
8. General impressions and presentation of qualifications.

## E. SUBMITTAL

Respondents should submit **three (3) copies** of the proposals entitled **DOWNTOWN NEWPORT STREETScape & DESIGN DRAWINGS**, with an accompanying letter of interest, to:

**City of Newport Attn:  
Gary Carver  
300 E Main Street  
Newport, TN 37745**



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A copy of this RFQ can be found on the City's website at [www.newporttn.gov](http://www.newporttn.gov) and [www.edcncctn.com/](http://www.edcncctn.com/). Questions may be directed to Gary Carver at Newport City Hall 423.623.7323

All letters of interest and qualifications must be received by on or before **12:00 p.m. ET Tuesday, April 30 at 12:00 noon EST.**

The letter of interest and qualifications shall indicate the scope of services to be completed by any sub-consultants.

Evaluation proceedings will be conducted within the established guidelines regarding equal employment opportunity and nondiscriminatory action based upon the grounds of race, color, sex, creed or national origin. Interested certified Disadvantaged Business Enterprise (DBE) firms as well as other minority-owned and women-owned firms are encouraged to respond to all advertisements by the City of Newport.

The successful firm or individual must comply with Executive Order 11246, Equal Employment Opportunity, the Civil Rights Act of 1964, Section 109 of the Housing and Community Development Act of 1974, and Section 3 of the Housing and Urban Development Act of 1968.



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