

NOTICE TO CONSULTANT FIRMS REGARDING A REQUEST FOR QUALIFICATIONS AND LETTERS OF INTEREST FOR CONSTRUCTION PROJECT MANAGEMENT SERVICES**June 6, 2024**

The City of Gallatin, an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of a professional consultant firm to provide Owner's Representative Services to manage projects related to design, engineering, bidding processes, and construction of government facilities ranging from new building construction to repairs and refurbishment of existing facilities. The City of Gallatin anticipates a continuing contract but will also consider project-by-project contracts. Responsibilities of the professional consultant firm include, but are not limited to:

Required Scope of Services

- Management of design and engineering work, including assistance in rating architect and engineering firms, reviewing plans, and assisting with preparation of public bid notices and specifications for construction.
- On site management of new building construction.
- On site management of major construction repairs or modifications to existing facilities.
- Close coordination with the contractor, the architect, and appropriate City departments and staff.
- Facilitation of weekly construction meetings including the contractor, subcontractors, architect, and city staff.
- Assuring all necessary and required permits are pursued and acquired in a timely manner and that all parties are adhering to City of Gallatin rules, regulations, and applicable policies.
- Experience with rules and regulations related to state and federal grants.
- Assuring that all parties adhere to all construction specifications and contract stipulations, especially those related to projects funded with state or federal grants.
- Assuring that all pay applications from the contractor and architect are justified.
- Assuring that the project stays within budget and does not exceed allocated funds.
- Assuring that no change orders will be processed unless deemed necessary because of unexpected situations that neither the architect, nor contractor, nor city staff could foresee.
- Responsibility for the best interests of the City of Gallatin.

Estimated Schedule for Performance of Work

- The City of Gallatin may choose either a continuing contract with a consulting firm; or, may opt to contract with a firm on a project-by-project basis.
- Regardless of which option the City pursues, the City does not anticipate any project work until Fiscal Year 2025, which begins in July, 2024.

Firms may request consideration by submitting a Letter of Interest with Qualifications via email to JR Smith, City of Gallatin, at jr.smith@gallatintn.gov **no later than 4:30 PM (CDT) on Thursday, June 27, 2024. Late submissions will not be considered.** The letter of interest and qualifications shall indicate the scope of services to be completed by any sub-consultants. **Submittals shall not exceed 20 pages including the cover. If they exceed 20 pages including the cover, they will not be considered.**

Letters of interest and qualifications shall include:

- Work experience in the role of Owner's Representative.
- Specialized expertise in construction of government buildings and facilities.
- Relevant licensures and certifications
- Examples of projects where the firm and its current staff acted as an Owner's Representative.
- A list of employees of the consulting firm that would be assigned to represent the City of Gallatin.

The City of Gallatin will evaluate firms on the following criteria (relative weight):

- a) Proposed Team Capabilities (15%)
- b) Past Experience on Similar Projects and Disciplines (25%)
- c) Staff Qualifications and Availability (25%)
- d) Technical Knowledge of project management and building construction (35%)
 - I. Ability to make decisions & adjustments in the field, as needed, to keep project moving smoothly.
 - II. Ability to provide effective & efficient project oversight to mitigate any unnecessary cost overruns or time delays.
 - III. Ability to resolve conflicts between the contractor and architect.

The consultant evaluation committee will use the criteria to rank firms to determine which ones the committee will interview.

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.

For additional details regarding this project, please contact JR Smith, Purchasing Agent, City of Gallatin at jr.smith@gallatintn.gov. **Questions will only be addressed via email. Any attempt to make inquiries or gain information other than by email may disqualify the firm from consideration.**

The selected firm is required to use the City's Standard Professional Services Agreement which will be provided upon email request to jr.smith@gallatintn.gov and/or may be posted on the City's website in conjunction with this notice at www.gallatintn.gov/Bids

It is the policy of the City of Gallatin to ensure compliance with Title VI of the Civil Rights Act of 1964; 49 CFR, Part 21; related statutes and regulations to the end that no person shall be excluded from participation in or be denied the benefits of, or be subjected to discrimination under any program or activity on the grounds of race, color, sex, age, disability or national origin.