**City of**

**Dyersburg**

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TO: Prospective Architectural Professionals

FROM: Scott Ball, Recorder

City of Dyersburg, Tennessee

DATE: May 31, 2024

**RE: Request for Qualifications**

The City of Dyersburg is seeking Statements of Qualification from interested firms for the design and services associated with the renovation of the Dyersburg Farmers Market building.

The City of Dyersburg is funding this project though a Connected Community Facilities Grant for the design associated other improvements to the existing Dyersburg Farmers Market facility.

**SCOPE OF SERVICES:**

“This project will include the renovation of the roughly 25,000-square-foot existing facility housing the Dyersburg Farmers Market. The City of Dyersburg plans to update the building with the following:

* Replace roof and repair or replace metal panel façade.
* Address drainage issues that are currently present.
* Provide WIFI connectivity throughout and improve the electrical system to allow flexible usage of the space.
* Infill large openings with new roll-up doors or metal panels.
* Investigate necessary life safety improvements such as automatic sprinkler systems, improved access, etc.
* Improve pedestrian and vehicle access to the building.

Along with the items listed above, the city would like to reimagine the current space to improve its ability to engage more with the public for a wide range of events and its surrounding area. “

**SCHEDULE OF DATES:**

1. Notice of award of project: June 27, 2024
2. The project design phase start: July 1, 2024
3. Design completion: August 23, 2024

**RESPONSE REQUIREMENTS:**

1. Brief history of the firm.
2. Resumes of key personnel to be assigned to this project.
3. Related design projects that the firm has worked on or had experience in completing.
4. Include a maximum of 3 pages of information not covered above, which it feels may be useful and applicable to this project.
5. Fee structure for the scope of services outlined above.
6. Preliminary Project Schedule for design.

**SUBMISSION GUIDELINES:**

This project is being supported with Treasury, Coronavirus State and Local Recovery Fund grant funding. Therefore, certain restrictions and other federal requirements attach to this opportunity. Evaluation proceedings will be conducted within the established guidelines regarding equal employment opportunity and nondiscriminatory based on race, color, sex, or national origin. We encourage all small and minority owned firms and women’s business enterprises to participate. The City of Dyersburg is an Equal Opportunity Employer.

1. The City of Dyersburg will receive proposals until 11:00am on June 20th, 2024 CST.
2. Proposals shall be submitted as a single PDF, if emailed, or in booklet form, if mailed or hand delivered. (Note: provide electronic PDF (USB Drive) with booklet.)
3. Shortlisted firms may be asked to interview.
4. Deliver Proposals addressed to: City of Dyersburg

Scott Ball

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