

**REQUEST FOR QUALIFICATIONS**  
**PROFESSIONAL SERVICES FOR DESIGN**  
**OF OUTDOOR CIVIC / PUBLIC EVENT SPACE**

City of London Tourism is soliciting statements of qualifications from firms to provide professional design concept and engineering services for developing a new civic space on undeveloped city owned land.

**PROJECT OVERVIEW:** City of London Tourism plans to construct a new community civic space that incorporates a multitude of activities based on the findings and needs of master planning. The master plan will be produced as part of this project. After the master plan is completed construction documents shall be produced as part of this project. The property available for this project (approximately 1.42 acres) is located on North Main Street Next to London Elementary School between East 9<sup>th</sup> Street and East Maple Street. It was previously a parking lot prior the relocation of the hospital. A google earth image of the property is attached to the end of this document.

The concept / master plan shall also incorporate but is not limited to the following:

- Festival Space
- Amphitheater / Open Air Concert Venue
- Restroom facility with consideration to water supply and sanitary sewer connections;
- Proper drainage consideration within the concept plan to include drainage detention for increased rain water runoff;
- Utilization of existing topography to the greatest extent practical;
- Meet or exceed city requirements and other regulatory codes and regulations;
- Landscape concept and layout utilizing drought tolerant and native plants, trees, and grasses.
- Incorporate innovative and unique features for the individual components that are both functional and provide signature elements as determined by City of London during master plan process.
- Work with individual user groups to identify functional elements and features.

**REQUEST FOR QUALIFICATIONS:** Consideration for this project will be given only to firms that have demonstrated the ability to deliver quality concept and layout plans on schedule and budget. Professional services include, but are not limited to: conceptual planning, site layout and planning, opinion of probable construction cost for the concept as a whole and each project component.

**SUBMISSION REQUIREMENTS:** Submission of qualifications shall include, but not be limited to:

1. A brief profile of the firm's history, principals, staff and facilities;
2. A statement that neither the firm nor any of its principals or licensed staff has ever been disbarred, suspended or otherwise prohibited from professional practice;
3. A statement on the firm's ability to provide the professional services listed above. Evidence shall be submitted in the form of project profiles and recently completed relevant project concepts and layouts of similar scope. Descriptions of previous projects must identify the firm's principal and staff who were primarily assigned to such projects along with owner representative and contact numbers;
4. The firm shall identify the professional(s) to be primarily assigned to this project (including resume and history of projects) and note the approximate percentage of time each listed principal or key staff member will be committed for direct participation;
5. Firms are required to identify any relevant sub-consultants they propose to engage for this project and describe previous experience of working together;
6. Firms shall include a section in their submission that articulates their understanding of the nature of the project;
7. The city's standard professional services agreement will be used as the contract in this engagement. Any special conditions that the firm intends to propose should be disclosed in their response to this RFQ.

**QUALIFICATIONS SUBMITTAL DEADLINE:** City of London Tourism will accept Qualifications until **Thursday, March 1 at 4p.m. EST**

Qualifications should be submitted to:

**London City Hall, ATTN: Chris Robinson, 501 South Main Street, London, KY 40741**

**Cost Proposal:** Cost Proposal is to be placed in a separate sealed envelope to be included separate of the RFQ and labeled "Cost Proposal". Please provide ten (10) copies of the cost proposal with your submission. Please provide in a clearly marked format hourly rates and all costs associated with your proposal including a fee schedule and hourly rates for additional work performed.

**SUBMISSION OF QUALIFICATIONS:** Firms should respond and communicate their ability to perform the specific work proposed in as brief a submission as possible while adequately addressing the project issues outlined elsewhere in this invitation. **Ten (10)** individually bound copies of your firm's Statement of Qualifications are required. The front cover and any accompanying correspondence or documents should be

clearly identified as: **TOWN CENTER PROJECT- London, KY**. City of London Tourism will accept only written submission of qualifications.

**QUALIFICATION BASED SELECTION PROCESS:** Selection of the most highly qualified respondent will be made on the basis of demonstrated competence and qualifications as determined by the organization based on the qualifications submitted in response to this RFQ.

**EVALUATION OF QUALIFICATIONS:** City Tourism representatives will evaluate Qualifications based on requirements of this RFQ. All Qualifications will be evaluated and City of London Tourism may invite one or more of the most highly qualified Respondents to attend a formal interview at City Hall with City of London Tourism representatives and staff to allow further discussion of qualifications and to respond to questions from the organization.

**POINT OF CONTACT:** All questions and contacts regarding this RFQ should be addressed to: Chris Robinson, 606-330-0501, [londonkytourism@gmail.com](mailto:londonkytourism@gmail.com)

Any inquiry that directly affects an interpretation or change to this RFQ will be issued in writing by City of London Tourism as an addendum and faxed or mailed to all parties recorded by City of London Tourism as having expressed an interest in this RFQ. Receipt of all such addenda must be acknowledged by the respondent in its Qualifications.

An Image of the property, known as Town Center, is on the next page.

City of London Tourism reserves the right to reject any or all proposals submitted.

