

REQUEST FOR STATEMENTS OF QUALIFICATIONS

The Town of Signal Mountain requests a Statement of Qualifications from architects capable of evaluating ceiling stability and producing bid specification documents for the purpose of bidding a roofing project for the Mountain Arts Community Center. This project will be funded by the town.

Specific aspects of the project are:

1. Create specifications for bidding purposes in order to re-roof the entire building of the Mountain Arts Community Center.
2. Evaluation of stabilization of the ceilings in order to stabilize the ceilings throughout the Mountain Arts Community Center.

Please submit 3 copies by 4:30 p.m. on February 12, 2010 to Honna Rogers, Town Manager, 1111 Ridgeway Avenue, Signal Mountain, TN 37377.

A selection committee will review the Statements of Qualifications. A contract will then be negotiated with the firm deemed most qualified for this project.

Attachment - Requirements for Statement of Qualifications

REQUIREMENTS FOR STATEMENTS OF QUALIFICATIONS

Owner: Town of Signal Mountain

Project: Water Engineering Study

Please include the following information in your Statement of Qualifications:

1. A letter of interest signed by a principal of your firm with a statement as to the availability of the firm to complete the work within the stated time period, the firm's current workload, assurance of firm's insurance coverage, the location where the majority of the work on this project will be accomplished, and a statement of the firm's financial stability. This letter may include a brief history of the firm.
2. Resumes of key personnel to be assigned to this project.
3. Related projects that the firm has worked on or had experience in during the last two years. Please include the name of the project, a contact person, and dollar amount for each example (limit to five projects).
 - a) Include names, addresses and phone numbers of references.
 - b) Indicate individuals who had responsibility for each project and whether they are still with your firm.
 - c) Include examples of other projects that are similar in scope to this one.
4. You are invited to include a maximum of (5) pages of information not covered above, which you feel may be useful and applicable to this project.