

REQUEST FOR QUALIFICATIONS
FOR
FACILITIES CONDITION AND NEEDS
ASSESSMENT

City of Spring Hill, Tennessee

The City of Spring Hill, Tennessee is seeking a Statement of Qualifications to provide comprehensive, professional Facilities Condition and/or Needs Assessment services for five (5) buildings/structures/sites including City Hall, Fire Station No. 1, City Library, Public Works and Northfield. The purpose of the Facilities Condition and Needs Assessment is to provide comprehensive documentation and analysis of the City's existing built facilities. The analysis will be utilized for prioritizing capital improvements and maintenance requirements as well as assisting decision-makers with allocating operating budgets and long-term facility needs for various municipal facilities.

Prospective firms will be required to provide team qualifications, proposed work plans, proposed schedule, and other related items as part of the statement of qualifications submittal. The deadline for submitting a statement of qualifications is **Thursday, September 12, 2019 at 2:00p.m. CST.** Statements of Qualification may be mailed or delivered to Spring Hill City Hall located at 199 Town Center Parkway (**for hand delivery or courier service**), P.O. Box 789 (**for regular mail service**) Spring Hill, Tennessee 37174. The envelope containing the statement must be sealed and plainly marked "RFQ for Facilities Condition and Needs Assessment".

Statements of Qualification must be made on the Proposal Forms and in accordance with Instructions furnished by the City of Spring Hill.

The defined terms appearing in the General Specifications apply to all Contract Documents and may be found on the city's website: www.springhilltn.org

Emailed, faxed, verbal or statements submitted after deadline will not be accepted.

The City reserves the right to reject any or all responses, to waive irregularities and/or informalities in any Proposal, and to make an award in any manner, consistent with law, deemed in the best interest of the City.

August 26, 1TC