

CITY OF MANCHESTER
PARKS AND RECREATION DEPARTMENT

THE CITY OF MANCHESTER, TENNESSEE WILL ACCEPT SEALED PROPOSALS FOR AN ARCHITECT AND ENGINEERING FIRM TO ASSIST THE PARKS AND RECREATION DEPARTMENT IN ESTABLISHING A 5-YEAR MAINTENANCE IMPROVEMENT PLAN FOR THE MANCHESTER RECREATION CENTER.

SEALED PROPOSALS MUST BE RETURNED WITH AN ORIGINAL AND A COPY, SEALED, NO LATER THAN 10:00AM ON OCTOBER 5, 2023 TO THE FINANCE DIRECTOR, CITY OF MANCHESTER, 200 WEST FORT STREET, MANCHESTER, TN 37355. FURTHER INQUIRIES CAN BE DIRECTED TO A.J. FOX, PARKS AND RECREATION DIRECTOR. THE CITY RESERVES THE RIGHT TO REJECT ANY AND OR ALL PROPOSALS.

THE CITY OF MANCHESTER INVITES PROPOSALS FROM INTERESTED ARCHITECT AND ENGINEERING FIRMS WITH EXPERIENCE IN BUILDING AND RENOVATING RECREATIONAL FACILITIES WITH AN EMPHASIS IN AQUATIC FACILITIES AND FEATURES.

SPECIFICATIONS SHOULD INCLUDE BUT NOT LIMITED TO:

- VISIT THE MANCHESTER RECREATION CENTER TO PERFORM FACILITY OBSERVATIONS AND NOTE CHANGES IN EXISTING CONDITIONS TO ASSIST IN PRIORITIZING THE IMPROVEMENT NEEDS.
- BASED ON OBSERVATIONS AND MEETING NOTES, DEVELOP A 5-YEAR MAINTENANCE IMPROVEMENT PLAN FOR THE MANCHESTER RECREATION CENTER ORGANIZED BY YEAR.
- DEVELOP AN ESTIMATED OPINION OF PROBABLE CONSTRUCTION COST OF ITEMIZED PROJECT(S) AND NEEDS WITH ANNUAL INFLATION CONSIDERED.
- REPORT ANTICIPATED TO BE COMPLETED BY END OF DECEMBER 2023. TIME FRAME OF REPORT COULD BE ADJUSTED BY AGREEMENT BETWEEN THE PARKS AND RECREATION DEPARTMENT AND THE ARCHITECT AND ENGINEERING FIRM.
- BASED ON THE FINALIZED MAINTENANCE IMPROVEMENT PLAN, THE ARCHITECT AND ENGINEERING FIRM WILL ASSIST IN PREPARING DESIGN AND CONSTRUCTION DOCUMENTS (DRAWINGS AND SPECIFICATIONS) WITHIN THE NECESSARY TIMEFRAMES TO MEET THE ANNUAL PROJECT BUDGETS AND SCHEDULES.
- THE ARCHITECT AND ENGINEERING FIRM WILL ALSO ASSIST THE CITY WITH BIDDING AND PERFORMING CONSTRUCTION ADMINISTRATION SERVICES INCLUDING PROJECT CLOSE-OUT AT THE COMPLETION OF THE VARIOUS PROJECTS.
- PROPOSALS SHOULD INCLUDE A PROPOSED TEAM AND QUALIFICATIONS DOCUMENT OUTLINING EXPERIENCE, PREVIOUS PROJECTS, AND PROPOSED PLANNING PROCESS TO ESTABLISH A 5-YEAR MAINTENANCE IMPROVEMENT PLAN FOR THE MANCHESTER RECREATION CENTER.

IT IS THE POLICY OF THE CITY OF MANCHESTER, TENNESSEE TO ENSURE COMPLIANCE WITH TITLE VI OF THE CIVIL RIGHTS ACT OF 1064; 49 CFR, PART 21. NO PERSON SHALL BE EXCLUDED

FROM PARTICIPATION IN OR BE DENIED THE BENEFITS OF, OR BE SUBJECTED TO DISCRIMINATION UNDER ANY PROGRAM OR ACTIVITY RECEIVING FEDERAL FINANCIAL ASSISTANCE ON THE GROUNDS OF RACE, COLOR, SEX, AGE, DISABILITY, OR NATIONAL ORIGIN. BOYCOTT OF ISRAEL. THE CONTRACTOR CERTIFIES THAT IT IS NOT CURRENTLY ENGAGED IN, AND WILL NOT FOR THE DURATION OF THE CONTRACT ENGAGE IN, A BOYCOTT OF ISRAEL AS DEFINED BY TENN. CODE ANN. § 12-4-119. THIS PROVISION SHALL NOT APPLY TO CONTRACTS WITH A TOTAL VALUE OF LESS THAN TWO HUNDRED FIFTY THOUSAND DOLLARS (\$250,000) OR TO CONTRACTORS WITH LESS THAN TEN (10) EMPLOYEES.

LISA MYERS,
FINANCE DIRECTOR