

# *Maryville Parks and Recreation*

1407 N Country Club Rd • Suite 200 • Maryville, MO 64468  
Tele. (660) 562-2923 • Fax (660) 562-3729



## **REQUEST FOR QUALIFICATIONS (RFQ) PROFESSIONAL ENGINEERING SERVICES for BEAL PARK PICKLEBALL COURTS**

October 29, 2024

The City of Maryville and Maryville Parks & Recreation are seeking qualified engineering firms to submit statements of qualifications for professional engineering services for the design and conversion of four (4) existing tennis courts located at Beal Park into Pickleball courts. The selected firm will be responsible for providing design, specifications, and any additional services required for the successful completion of the project.

Statements of qualifications will be accepted until Thursday, December 5, 2024, at 3 p.m., local time. Responses should be sealed and marked on the outside of the envelope, “**RFQ – PROFESSIONAL ENGINEERING SERVICES FOR BEAL PARK PICKLEBALL COURTS** – Attn: Stacy Wood, City Clerk” and delivered to City Hall at 415 N. Market, Maryville, MO 64468. Facsimile and email qualifications will not be accepted.

The City of Maryville and Maryville Parks and Recreation, at their discretion, reserve the right to reject any and all RFQ submittals. All responders shall comply with the requirements of Section 285.530 RSMo, participation in a federal work authorization program. The attached Affidavit of Work Authorization form shall be completed and made a part of the response.

Questions regarding the Request for Qualifications (RFQ) shall be addressed by contacting Jeff Stubblefield, Director of Maryville Parks and Recreation at (660) 562-2923 or at [jstubb@maryvilleparks.org](mailto:jstubb@maryvilleparks.org)

Sincerely,

Jeff Stubblefield  
Director of Parks and Recreation  
City of Maryville, Missouri

**REQUEST FOR QUALIFICATIONS (RFQ)  
PROFESSIONAL ENGINEERING SERVICES  
for  
BEAL PARK PICKLEBALL COURTS**

**SUMMARY:**

The City of Maryville and Maryville Parks & Recreation are seeking qualified engineering firms to submit statements of qualifications for professional engineering services for the design and conversion of existing tennis courts into pickleball courts at Beal Park, located at 700 N. Laura Street, Maryville, Missouri 64468. The selected firm will be responsible for providing design, specifications, and any additional services required for the successful completion of the project. The goal of the project is to provide residents with high quality, professionally designed pickleball courts that meet the standards of the USA Pickleball Association (USAPA) and ensure long-term usability and low maintenance.

**SCOPE OF WORK:**

The proposed project will convert four (4) existing and poorly conditioned tennis courts into pickleball courts at Beal Park. The scope of services to be provided by the selected firm shall include, but not be limited to: site evaluation and assessment of existing conditions, survey and geotechnical investigation, development of design plans for court conversion, including layout, surface materials, fencing, electrical, lighting, post-tension concrete pads, seating, sidewalks, and any necessary ADA accommodations, preparation of plans, specifications, and estimates (PS&E), bidding assistance, and limited construction administration services to ensure compliance with plans and specifications. All project plans and specifications shall be completed in accordance with applicable state and federal laws, municipal codes and align with the adopted *Maryville Comprehensive Plan* and *Maryville Parks and Recreation Master Plan*.

**QUALIFICATIONS:**

Statements of Qualifications will be considered from firms normally engaged design services for outdoor recreation, athletic, and park amenities with professional engineers registered in the State of Missouri. The responding firms shall present their statements of qualifications as outlined in the submission format section of the document. The City of Maryville Parks and Maryville Parks and Recreation Board will determine whether the evidence of the ability to perform is satisfactory and reserves the right to reject all Statements of Qualifications where evidence submitted, or investigation and evaluation, indicates inability of a firm to perform the services requested.

**SUBMISSION FORMAT:**

To facilitate review of your Statement of Qualifications (SOQ) by the City of Maryville and Maryville Parks and Recreation, it is requested that three (3) copies the SOQ are provided and conform to the following format:

- 1.) Cover: At a minimum, list RFQ Statement: "Professional Engineering Services for Beal Park Pickleball Courts", date of submission, and the name of the firm.
- 2.) Cover Letter: At a minimum, the cover letter shall identify a contact person for questions during the RFQ process and provide contact information including phone number, address, and e-mail.
- 3.) Project Manager & Key Staff: Provide a listing of the proposed project manager and key staff who will be directly involved with the execution of the proposed work. Include a resume for the project manager indicating experience on related projects. Short bios of key staff may also be included.
- 4.) Experience/References: Provide a brief description of five (5) projects completed that relate to the proposed work. Each project listed should demonstrate the firm's experience related to the

condition assessment, design of improvements, or rehabilitation of the asset. For each project listed, provide a reference including contact's name, phone number, email, and what year the project was completed.

- 5.) Project Approach: Include a general synopsis of the firm's approach and understanding of the work required.
- 6.) Other Supporting Data: Include any other information that you feel to be relevant to the selection of your firm.

**CONTACT INFORMATION:**

Please direct all technical inquiries concerning this Request for Qualifications (RFQ) in writing to the following Maryville Parks & Recreation representative:

Jeff Stubblefield  
Director of Parks and Recreation  
City of Maryville, Missouri  
660-562-2923  
[jstubb@maryvilleparks.org](mailto:jstubb@maryvilleparks.org)

**EVALUATION AND SELECTION:**

A joint review team representing the City of Maryville and Maryville Parks & Recreation, will evaluate each firm's submission based upon the criteria state in this Request for Qualifications and the ability to execute the services. Following the evaluation process, the team will select the firm considered most qualified and recommend approval of a contract to the Maryville Parks & Recreation Board and Maryville City Council. Firms will be evaluated in accordance with the criteria listed below:

- Qualification of the Project Team
  - (10 points)
- Firm's experience working on similar park and recreational facility projects
  - (25 points)
- Firm's stated approach to the project
  - (40 points)
- Firm's references that demonstrate the competence in professional engineering services requested
  - (15 points)
- Quality of proposal ensuring all required documentation is provided
  - (10 points)

**SUBMISSION:**

Responses will be accepted until Thursday, December 5, 2024, 3:00 p.m. local time. Responses shall be sealed and marked on outside of the envelope, "**RFQ – PROFESSIONAL ENGINEERING SERVICES FOR BEAL PARK PICKLEBALL COURTS** – Attn: Stacy Wood, City Clerk" and delivered to City Hall at 415 N. Market, Maryville, MO 64468. Facsimile and email qualifications will not be accepted.

**AFFIDAVIT OF WORK AUTHORIZATION**

Comes now \_\_\_\_\_ as \_\_\_\_\_ first being duly sworn on  
(NAME) (OFFICE HELD)

my oath, affirm \_\_\_\_\_ is enrolled and will continue to participate in a  
(COMPANY NAME)

federal work authorization program in respect to employees that will work in connection with the

contracted services related to \_\_\_\_\_ for the duration of the contract, if awarded in  
(BID/SFS NUMBER)

accordance with RSMo Chapter 285.530 (2). I also affirm that \_\_\_\_\_  
(COMPANY NAME)

does not and will not knowingly employ a person who is an unauthorized alien in connection

with the contracted services related to \_\_\_\_\_ for the duration of the contract, if  
(BID/SFS NUMBER)

awarded.

***In Affirmation thereof, the facts stated above are true and correct (The undersigned understands that false statements made in this filing are subject to the penalties provided under Section 575.040, RSMo).***

\_\_\_\_\_  
Signature (person with authority)

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\*\*\*\*\*

Subscribed and sworn to before me this \_\_\_\_\_ of \_\_\_\_\_. I am  
(DAY) (MONTH, YEAR)

commissioned as a notary public within the County of \_\_\_\_\_, State of  
(NAME OF COUNTY)

\_\_\_\_\_, and my commission expires on \_\_\_\_\_.  
(NAME OF STATE) (DATE)

\_\_\_\_\_  
Signature of Notary

\_\_\_\_\_  
Date