

March 5, 2019

SUBJECT: REQUEST FOR PROJECT REPRESENTATIVE SERVICES

To Whom it May Concern:

The City of McMinnville, Tennessee is requesting statements of qualifications from engineering firms and qualified, licensed contractors to provide Project Representative services to observe, document, and report construction activities on the pending McMinnville Civic Center Renovations and Additions to be constructed in accordance with City approved Plans and Specifications as produced by HFR Design, Inc. Duties to be performed by the selected Project Representative will include but not limited to the daily monitoring, observation, documentation, reporting, coordination between the City, Architect, and Contractor as needed, maintain written and electronic records of shop drawings, correspondence, and records for the Owners use, and generally serve as the Owner's on-site daily Project Representative.

Two (2) hardcopies of qualifications should be delivered on or before March 22, 2019 to the following address:

Shirley Durham-City Recorder
101 E. Main Street, 3rd Floor
P.O. Box 7088
McMinnville, TN 37111

Each submission will be evaluated according to the following criteria:

- Specialized experience or technical expertise of the Project Representative.
- Past performance record on contracts with the community, as well as other clients
- Capability of Project Representative to perform the work in accordance with the City's Schedule.
- Familiarity with the type of problems applicable to the project.
- Familiarity with local conditions.

Thank you for your interest in the needs of our community. I look forward to your reply.

Sincerely,



Ben Newman
Mayor