

TOWN OF CLEVELAND

REQUEST FOR QUALIFICATIONS

Professional Engineering & Architectural Services — Cleveland Park Renovation

I. PROJECT OVERVIEW

The Town of Cleveland, Alabama is soliciting Statements of Qualifications from licensed professional engineering and/or architectural firms (or teams combining both disciplines) to provide design, bidding, and construction oversight services for Phase 1 of the Cleveland Park Renovation project, located at Cleveland Park, 517 Park Road, Cleveland, Alabama.

The project is funded in part through the Land and Water Conservation Fund (LWCF), a National Parks Service (NPS) program administered by the Alabama Department of Economic and Community Affairs (ADECA). The Town's FY25 LWCF application is currently in final review; issuance of this RFQ and initial procurement activity are being undertaken in anticipation of grant approval, consistent with allowable pre-award activities. Any resulting professional services agreement will be contingent on and subject to final LWCF grant execution.

Phase 1 consists of the replacement and reconfiguration of the Northwest ball field and construction of a new, centrally located concession, restroom, and press box building, as the first phase of a planned multi-field ("cloverleaf") renovation of Cleveland Park.

Beyond Phase 1, the Town anticipates completing the remaining phases of the cloverleaf renovation, which will be funded separately from this LWCF grant. This RFQ discloses that full anticipated scope, described further in Section II, so that respondents are evaluated on their qualifications to support the park's complete build-out and not solely Phase 1.

Note: Because the entire Cleveland Park property lies within the LWCF Section 6(f)(3) boundary, all portions of the park — regardless of which phase or funding source developed them — remain subject to the requirement that any future conversion to a non-recreational use receive National Park Service approval. This is a land-use protection only; it does not extend LWCF's cost caps, procurement requirements, or federal cost-allowability rules to phases funded outside the LWCF grant.

This procurement is conducted in accordance with 2 CFR Part 200, the LWCF Manual, and the Town of Cleveland's adopted Procurement Policy and Standards of Conduct.

II. SCOPE OF SERVICES

The scope of services shall include, but is not necessarily limited to, the following:

- Final design, construction drawings, specifications, and contract documents for Phase 1 improvements, including grading, grassing, and erosion control; crushed brick infield; fencing, foul poles, and dugouts; field lighting; a new ADA/ABA-compliant concession, restroom, and press box building; and ADA-compliant sidewalks and concrete flatwork.
- Identification and evaluation of design alternatives to ensure cost-effective project delivery within the available grant budget.
- Assistance with preparation of bid documents and assistance with bid advertisement.
- Attendance at pre-bid and pre-construction meetings.

- Assistance in obtaining any required permits and regulatory concurrences, including coordination with agencies such as the U.S. Army Corps of Engineers and applicable stormwater/environmental authorities.
- Engineering and architectural observation during construction, including review of contractor submittals and payment applications.
- Assistance with preparation of change orders and amendment documentation, as needed.
- Final inspection and certification.
- As-built certification upon project completion.
- Assistance with compliance with applicable federal and state requirements associated with LWCF/NPS-funded construction, as directed by ADECA and NPS.

Respondents may propose as a single multi-disciplinary firm offering both engineering and architectural services, or as a team with a subconsultant covering the discipline not provided in-house. For the LWCF-funded portion, combined engineering and architectural fees are subject to the LWCF program limit of 10% of total project construction cost.

The selected firm or team will be required to execute a professional services agreement prior to commencing work, and all work is subject to ADECA and NPS review and concurrence at required milestones.

Anticipated Future Phases

This RFQ, and the qualifications-based evaluation described in Section III, cover the Town's full anticipated multi-phase cloverleaf renovation of Cleveland Park, not solely Phase 1. Should the Town elect to continue with the selected firm or team on subsequent phases, it may do so by negotiating a task order or contract amendment for each phase as its scope and funding become defined, without conducting a new qualifications-based solicitation, provided the work remains consistent with the scope disclosed in this RFQ. Each phase is priced and fee-negotiated separately and only after that phase is funded (where grant funding applies) and its scope of work is established.

III. STATEMENT OF QUALIFICATIONS

Respondents must submit a Statement of Qualifications (SOQ) organized into the following sections. The SOQ shall not exceed 10 pages in total, excluding cover page and section divider page(s).

Section 1 – Firm Qualifications and Key Personnel (up to 3 pages | 20 points)

Provide an overview of the firm and the qualifications of key personnel anticipated to perform work under this contract, including relevant licensure, credentials, and experience of the project engineer and/or architect and any other personnel who would be assigned to this project. If proposing as a team, identify the prime firm and any subconsultant(s) and describe the working relationship.

Section 2 – Federal Recreation & Public Infrastructure Experience (up to 3 pages | 30 points)

Describe the firm's experience with federally funded public infrastructure or outdoor recreation projects, including LWCF, NPS, or other federal grant programs, with particular emphasis on projects completed for small, rural municipalities in Alabama. Respondents should address their familiarity with federal funding compliance requirements, public procurement processes, and coordination with state administering agencies such as ADECA. For each comparable project, include: project name and client; type of work performed; approximate construction cost; federal funding source; and dates of service. Projects completed for small rural communities (populations under 5,000) should be clearly identified.

Section 3 – Capacity and Project Approach (up to 2 pages | 20 points)

Describe the firm's current workload and ability to commit the personnel and resources necessary to complete this project on schedule. LWCF grants carry construction commencement and completion deadlines; respondents should demonstrate a track record of delivering projects on schedule and describe specific practices for managing schedule risk on grant-funded work. Provide a brief overview of the firm's approach to project scheduling, coordination with municipal staff and the grant administrator, and construction observation and inspection for a project of this type.

Section 4 – Past Performance and Client References (up to 2 pages | 30 points)

Provide a minimum of three (3) references from municipal or government clients for whom the firm has completed similar work within the past five years. At least two (2) references must be from small, rural communities (populations under 5,000). For each reference, include the client name, a contact person with current phone number and email, and a brief description of the project and services provided. References may be contacted as part of the evaluation process. The Town reserves the right to consider any information obtained through reference checks, including responsiveness, communication, adherence to schedule and grant deadlines, and overall client satisfaction, in its evaluation.

IV. SUBMISSION, EVALUATION, AND SELECTION

1. Submission

Statements of Qualifications must be submitted electronically as a single PDF file via email to mshirley@clevelandal.gov. The email subject line must read: "SOQ – Engineering/Architectural Services, Cleveland Park Renovation – [Firm Name]." Respondents are encouraged to request a read receipt on their email submission. Submissions received by the deadline will receive a reply acknowledging receipt; if no acknowledgment is received within one business day, respondents should follow up by phone to confirm receipt.

Submissions must be received no later than Wednesday, August 19, 2026, 4:00 PM CDT.

Submittals are to be directed to:

Town of Cleveland Attention: Miranda Shirley, Town Clerk Email: mshirley@clevelandal.gov Phone: (205) 274-9640, Ext. 2 P.O. Box 186, Cleveland, Alabama 35049

Late submissions will not be considered. The Town accepts no responsibility for delays or failures in email transmission.

2. Evaluation Criteria

SOQs will be evaluated by Town staff and the project's grant administrator using the following point system:

- Firm Qualifications and Key Personnel — 20 points
- Federal Recreation & Public Infrastructure Experience — 30 points
- Capacity and Project Approach — 20 points
- Past Performance and Client References — 30 points
- Total — 100 points

3. Selection

The Town will rank firms in order of the scores received and will enter into contract negotiations with the highest-ranked firm, consistent with qualifications-based selection procedures for

architectural/engineering services. If negotiations are unsuccessful, the Town will proceed to the next highest-ranked firm. The Town reserves the right to reject any or all submissions and to waive any irregularities or informalities in this solicitation process.

V. OTHER CONSIDERATIONS

Compensation for engineering and architectural services will be negotiated on a fixed-fee basis following selection, consistent with qualifications-based procurement of A/E services. Percentage-of-construction-cost and cost-plus-percentage-of-cost contracts are not permitted. Consistent with the Anticipated Future Phases provision in Section II, fees will be negotiated separately for each phase of work at the time that phase is funded and its scope is defined.

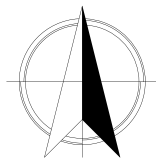
The selected firm or team will be required to comply with applicable state and federal requirements associated with LWCF/NPS-funded projects, as directed by ADECA and NPS, and with the Beason-Hammon Alabama Taxpayer and Citizen Protection Act (E-Verify).

Respondents may submit written questions regarding this RFQ to Miranda Shirley, Town Clerk, at mshirley@clevelandal.gov or (205) 274-9640, Ext. 2. All questions must be received by Wednesday, August 5, 2026. Responses to all questions will be provided to all prospective respondents no later than Friday, August 7, 2026.

Issuance of this RFQ and receipt of proposals does not obligate the Town to award a contract or pay any costs incurred in the preparation of a response. The Town reserves the right to accept or reject any or all proposals, to waive informalities or irregularities, and to make an award in its best interests. SOQs must remain valid for at least 60 days from the due date. All costs associated with preparing and submitting a proposal are the sole responsibility of the proposer.

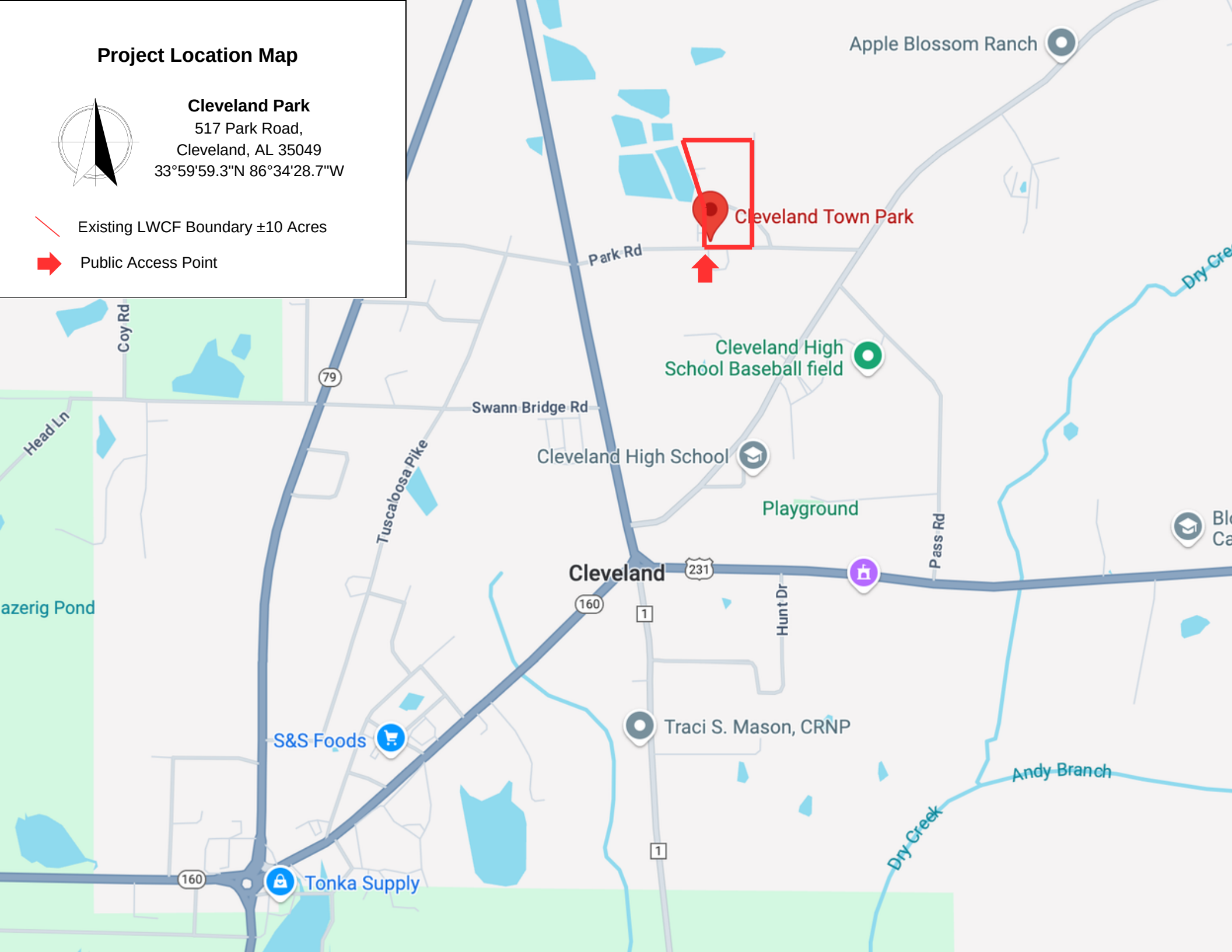
The Town of Cleveland is an Equal Opportunity Employer. All qualified firms are encouraged to submit, including minority- and women-owned businesses.

Project Location Map

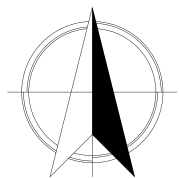


Cleveland Park
517 Park Road,
Cleveland, AL 35049
33°59'59.3"N 86°34'28.7"W

-  Existing LWCF Boundary ±10 Acres
-  Public Access Point



Existing Facilities Map



Cleveland Park
517 Park Road,
Cleveland, AL 35049
33°59'59.3"N 86°34'28.7"W

 Existing LWCF Boundary ± 10.0 Acres
(03-LW-820)

 Approx. Parcel Boundary (Town-Owned)

 Buildings

 Dugouts

 1 NW bathrooms/concessions

 2 Press box/concession stand

 3 E bathrooms

 4 Covered batting cages

 5 Grounds maintenance equipment sheds

 6 Municipal storm shelter

 7 Community Center

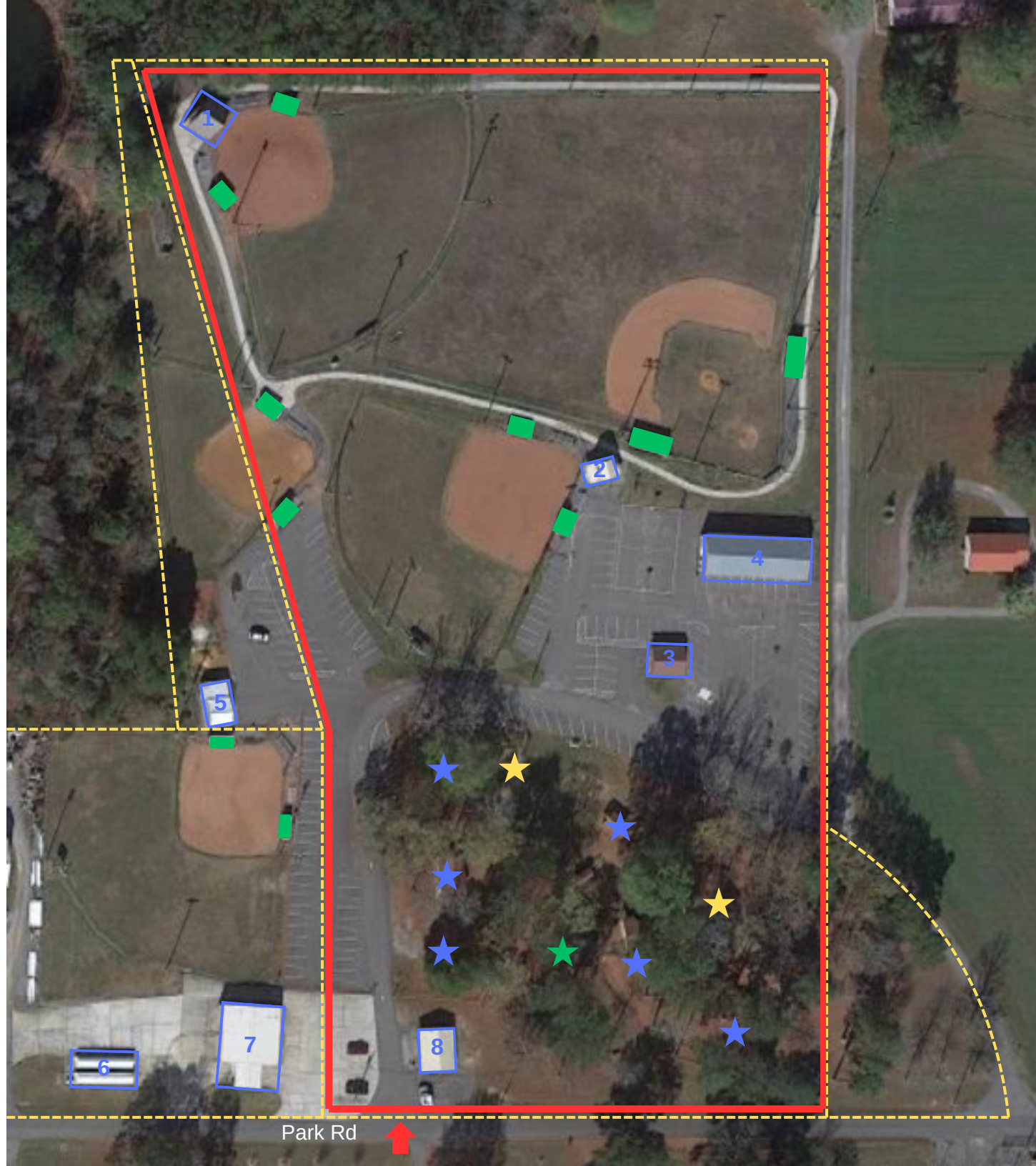
 8 Old Town Hall Building

 Pavilions

 Amphitheater

 Playgrounds

 Public Access Point



[PUBLIC NOTICE VERSION — FOR ADVERTISEMENT]
TOWN OF CLEVELAND — REQUEST FOR QUALIFICATIONS

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The full RFQ may be obtained online at clevelandal.gov or by contacting Miranda Shirley, Town Clerk, at mshirley@clevelandal.gov or (205) 274-9640, Ext. 2, or by visiting Cleveland Town Hall.

Firms will be evaluated based on the following criteria: Firm Qualifications and Key Personnel; Federal Recreation & Public Infrastructure Experience; Capacity and Project Approach; and Past Performance and Client References. Proposals are requested in accordance with 2 CFR Part 200. The Town reserves the right to accept or reject any or all proposals, to waive informalities or irregularities, and to make an award in its best interests.

Submittals are due no later than Wednesday, August 19, 2026, 4:00 PM CDT.