



Request for Qualification

Invitation & Introduction

The Center for the Arts is seeking professional architecture, engineering, and landscape architecture service for relocating the main entrance to the art gallery facade.

The redesign will focus on improving ADA accessibility to the building, providing better traffic flow of patrons, better defining the building entrance, and improving security for day-to-day operation.

This entry relocation will also include the development of a plaza area in front of the art gallery, providing an outdoor gathering and event space.

Scope of Service

The Center for the Arts is seeking a statement of qualifications and experience for a grant opportunity from Main Street Murfreesboro, in partnership with the State of Tennessee. The professional services required include land surveying; preliminary engineering and architectural design; preparation of a preliminary opinion of predetermined costs; development of final construction documents, including architectural, engineering, and landscape architecture plans; and coordination with approval agencies to obtain all necessary permits for the project. Additional services include preparation of final bid documents and construction contracts between the owner and selected contractor; distribution of plans to contractors for bidding; review of received proposals and qualifications to assist in selecting a preferred contractor; and construction administration. Construction administration services will include responding to contractor inquiries during bidding, conducting site visits to review progress and performance, approving project documents, reviewing pay applications and shop drawings, and completing a final inspection.

Specifically, the upgrade for the project will include, but not limited to:

- A new plaza area in front of the existing art gallery including hardscape, walls, steps, ADA ramps, and other features.
- A new marquee sign at the front entrance.
- Landscape materials into include trees, shades, etc.
- Lighting for elevation safety and to enhance new features.
- New doors to provide a new main entrance in the facility through the current art gallery.
- New ticket windows.



Scoring Proposal

The selected firm will be invited into agreement with the Center for the Arts that shall detail the scope of service and the compensation for said service.

The Center for the Arts will utilize the following criteria for the selection of the firm.

1. Specified experience, technical experience of the firm in connection with the type of service to be provided. 0-25 points
2. Experience of the firm with obtaining permits and approvals with the City of Murfreesboro. 0-25 points
3. Capacity of the firm to perform the work in a timely manner, taking into consideration the current and planned workload of the firm. 0 - 25 points
4. Experience of staff assigned to the project. 0 - 25 points

Proposal Format

1. Provide the following information about your firm:
 - a. Name of firm- Complete address, email, phone number and website address
 - b. Project contact person/Project Manager
 - c. Brief history of firm
 - d. Size of Firm/Staff and team assigned to the project
2. Project Team committed to the project. Please submit firm descriptions and individual resumes of your proposed Consultant Team.
 - Architect/Interior Design
 - Civil Engineering
 - Landscape Architecture
 - Land Surveying
3. Architectural/Engineering Services for this Project
 - a. Describe how your firm can add value to this project and process?
 - b. Provide a project schedule provided for the services requested.
 - c. Provide the scope of your General and Professional Liability Insurance coverage.
4. Representative Projects: Provide information on a minimum of three (3) representative projects completed by your firm.
5. Client References: List of three (3) client references with contact information.



Project Contact & Deadline

Any inquiries should be directed to: regina@boroarts.org , no later than 2:00 pm CST on 10/07/2025. Proposals should be submitted electronically by 2:00 pm CST on 10/14/2025 to regina@boroarts.org.