



**CITY OF EVANSVILLE**  
**Metropolitan Evansville Transit System**  
601 John Street  
Evansville, Indiana 47713

Phone (812) 435-6166

TTY relay assistance (800)743-3333

Fax (812) 435-6159

**Todd M Robertson**  
Executive Director

**STEPHANIE TERRY**  
Mayor

**Jonathan M Siebeking**  
Director

July 30, 2024

**REQUEST FOR QUALIFICATIONS**  
**FOR ARCHITECTURAL & ENGINEERING SERVICES**

The Metropolitan Evansville Transportation System (METS) is soliciting qualifications from qualified and interested architects/engineers consultants to complete the design, engineering, writing of specifications, oversight and approval of renovations and repairs to the METS Administration Building and Downtown Terminal located at 601 John Street and 119 SE 6<sup>th</sup> St, Evansville, Indiana 47713.

Professional services will include, but are not limited to, architectural and engineering services to accomplish the following:

- Propose a design of public facility improvements for overall system efficiency and operational effectiveness for the METS Administration Building and Downtown Transfer Terminal
- Coordination of special inspections, if applicable
- Acquiring needed permits, authorizations and approval of the proposed design, including those of the Federal Transit Administration (FTA)
- Prepare contractor bid packages
- Assist in review of received bids
- Intermediate and final inspection of all performed work, including conformity with FTA Construction Clauses, and
- Other services as assigned by METS, Board of Public Works

One (1) bound copy and one (1) electronic copy of the Statement of Qualifications must be mailed or hand delivered to the Transportation Services Department- BPW, Room 321, Civic Center Complex, 1 NW M.L. King Jr. Blvd., Evansville, Indiana 47708, Attention: Kimberly Simmons, Secretary - Board of Public Works, no later than 1:00 p.m. CST on Thursday, August 22, 2024. Any responses delivered after that time, but before the public opening at the Board of Public Works meeting, shall be hand delivered to the Board Secretary. The public opening will be at 1:30 p.m. CST on Thursday, August 22, 2024 in Room 301 of the Civic Center Complex, 1 NW M.L. King, Jr. Blvd.

Evansville, IN 47708. All submittals shall be sealed and clearly marked “Architectural & Engineering Services – METS Administrative and Terminal Renovations”. Submittal of statement of qualifications received after the specified date and time will not be considered.

Statement of Qualifications should include a description of the firm’s capabilities and experience in the field of architecture/design relating to similar government facilities. Firms will be ranked on their Technical Expertise (25 % weight), the Project Schedule (25 %), Past Performance (25 %) and Staffing (25 %). Firms responding to the request will be ranked according to the written information submitted. The firm with the highest ranking score will be interviewed by METS to gain additional information and enter into negotiations to execute an architectural & design services agreement. If the parties are unable to negotiate a satisfactory agreement, the second ranked firm will be promptly notified. This process will continue in compliance with the Brooks Act (40 USC § 1101, et seq) until a party is selected.

Pre-submittal meetings can be scheduled prior to August 15, 2024 at 1:30 p.m. CST by contacting METS Director, Jonathan Siebeking, at 812-435-6168 or [jsiebeking@evansville.in.gov](mailto:jsiebeking@evansville.in.gov).

The City of Evansville’s Metropolitan Evansville Transportation System is an Equal Opportunity Employer. No person, firm or corporation shall be excluded from participation in or subject to discrimination in providing these services on the basis of race, color, sex, religion, national origin, disability, age or sexual orientation.

Attention to those submitting qualifications is particularly called to the requirements as to conditions of FTA funded projects. The project must conform to all required FTA Construction Clauses according to FTA C 4220.1F and according to 49CFR.

The City of Evansville’s Metropolitan Evansville Transit System reserves the right to reject any and all Statement of Qualifications and to waive should any irregularities should same be to the advantage of the City, and to accept any proposal deemed to be in the best interest of City government.

The Request for Qualifications, any additional project descriptions and/or specifications are on file with METS Director, Jonathan Siebeking, located at 601 John Street, Evansville, IN 47713, Monday thru Friday during the hours of 8:00 am CST to 3 pm CST. You may contact Jonathan Siebeking @ 812-435-6191 or [jsiebeking@evansville.in.gov](mailto:jsiebeking@evansville.in.gov).