

Town of Thompson's Station



REQUEST FOR QUALIFICATIONS

**Town Road Impact Fees
November 2018**

Request for Qualifications

The Town of Thompson's Station, population 4,726, is a growing Tennessee community located approximately 25 miles south of Nashville. Thompson's Station is looking to grow a strong economic base with sustainable development that will benefit our community while preserving our rural environment. The Town wishes to ensure that the road impact fees are appropriate to ensure that improvements to the roadway infrastructure are planned for as the growth within the Town continues. Therefore, the Town is requesting statements of qualifications for a firm or individuals to update the Impact Fee Schedule as set forth in Title 12, Chapter 4 of the Municipal Code.

A complete response to this RFQ shall include seven (7) copies of the bound written Statement of Qualifications in addition to an electronic version of the Statement of Qualifications. Statements will be received until 3:00 p.m. on Friday, December 14, 2018. The required Statement of Qualifications shall be addressed as follows:

Wendy Deats, AICP
Town Planner
Town of Thompson's Station
P.O. Box 100
1550 Thompson's Station Road West
Thompson's Station, TN 37179

Email and faxed responses are not acceptable and will not be considered. The submittal deadline is absolute and late submittals will not be considered. Prospective firms and individuals shall select a delivery method that ensure timely delivery of the documents prior to the due date and time.

This RFQ may be downloaded from the Town of Thompson's Station website using the following link: **www.Thompsons-Station.com**

Any amendment or clarifications to the RFQ will be posted on the Town's website also.

The Town reserves the right to: reject any or all responses, waive informalities in a response, select a firm or individual who has submitted a complete Statement of Qualifications who is deemed to be qualified and in the best interest of the Town; or take whatever action or make whatever decision the Town determines to be appropriate and the best interest of the Town. The Town assumes no obligation in this general solicitation of services and all costs and expenses of responding to this RFQ shall be borne by the interested firms and individuals.

DEFINITIONS

For the purposes of this RFQ, the following terms have the following meanings:

- a) **"Contract"** shall mean the agreement between the Town and vendor chosen as a result of this RFQ, which addresses the requested goods and services.
- b) **"Consultant"** shall mean the firm or individual chosen by the Town to supply the

requested goods and perform the requested services.

c) **“Proposal”** shall mean the written document submitted to the Town of Thompson’s Station in response to this RFQ.

d) **“Proposer”** shall mean an individual or business entity submitting a Proposal in response to this RFQ.

e) **“Town”** shall mean the Town of Thompson’s Station, Tennessee

SCOPE OF WORK

The Consultant shall work with the Town to collect all available data and identify additional information required to prepare a comprehensive study of the Town’s impact fees. The Consultant shall evaluate all related information, including but not limited to, land uses, existing and proposed developments, capital improvement projects, trip generation rates identified in the latest ITE Trip Generation Manual. From the information the Consultant shall prepare a recommendation to the Town for impact fees. The proposed report shall include all methodology, findings and justification for the recommended update and shall include recommendations for appropriate road impact fees.

The Consultant shall provide regular updates to Staff and shall present the findings and report to the Board of Mayor and Aldermen.

DELIVERABLES

The Consultant shall be responsible for the preparation of all materials necessary for this project. The following services and work products will be required:

1. A detailed schedule of work for the fee study.
2. Draft document, including an electronic copy.
3. Display materials necessary for the project.
4. A work session for the Board of Mayor and Aldermen once a draft fee study is complete.
5. Final document, including an electronic copy.

SUBMITTAL REQUIREMENTS

Submittals will be evaluated based on the qualifications of the proposer. The submittal shall include:

Cover Letter on Company Letterhead

1. Stating that the proposer has read and understands the project;
2. The proposer’s intent to offer the services as it relates to the project; and
3. The proposer’s ability to commit accomplish the project with the necessary resources on schedule.

Qualifications

1. A description of the qualifications and professional accreditations with experience in the preparation of a fee study for road impact fees;
2. Describe similar work within the last five (5) years;
3. Identify the key personnel and their specific roles and responsibilities. Key personnel shall include one or more individuals who have extensive experience in the project. Key personnel include the Project Manager,

employees with specialized expertise, and any subcontracted consultants designated to perform work. The Consultant's Project Manager shall oversee the performance of services and shall be the primary point of contact for services performed under this Contract and shall be available to meet with the Town Administrator to discuss progress or problems as the need arises.

4. Provide a list of recent, similar projects.

Work product

1. Provide a task list and detailed approach to accomplishing this project showing how and when all the deliverables will be completed and submitted.

References

1. Provide three client references. References must be clients from within projects completed within the last five (5) years. Provide all necessary contact information for the contact person.

Fees

1. The proposals must include fee information that delineates the costs for each individual who will be providing consulting services being requested under this RFQ. The schedule should include the following:
 - a. hourly rates for each employee;
 - b. other expenses, such as travel, supplies, etc.; and
 - c. a schedule of payments.

Should the Town enter into negotiations with a successful respondent that results in a revision to the scope of services in this RFQ, the fees may correspondingly be negotiated to reflect the changes.

ASSIGNMENT OF CONTRACTUAL RIGHTS:

It is agreed that this contract must not be assigned, transferred, conveyed, or otherwise disposed of by either party in any manner, unless approved in writing by the other party. The firm or firms will be an independent service provider for all purposes and no agency, either expressed or implied, exists.

CONDITIONS OF PROPOSAL SUBMITTAL

The proposal must be signed by a duly authorized official for the firm submitting the proposal. No proposal will be accepted from any persons, firm or corporation that is in arrears for any obligation to the Town, or that otherwise may be deemed irresponsible or unresponsive by the Board of Mayor and Aldermen or Town staff. Only one proposal will be accepted from any person, firm, or corporation. All proposals shall be prepared in a comprehensive manner as to content, but no necessity exists for expensive binders or promotional material.

IDEMNITY:

The successful bidder agrees to defend, indemnify, and hold the Town harmless from any and all causes of action or claims arising out of or related to the bidders performance on this project.

REVIEW OF PROPOSALS

All proposals will be reviewed and evaluated by the Town Administrator and Town Planner who shall recommend for selection the Consultant who has satisfied the requirements and demonstrated qualifications that will provide the best meets the needs of the Town as provided in this RFQ. The Town may award with or without further discussions.

The Town will consider the Proposer's experience and proposed approach to performing the work and will make the award decision based on the likelihood of successful and comprehensive completion of the work. This criterion will be evaluated by examining the entire proposal, with particular emphasis on "Work Plan," "Personnel Resources," and "Experience."

The Town reserves the right to consider other factors when evaluating proposals, when such consideration serves the goals and interests of the Town. The Town reserves the right to request additional information at any time from any and all the prospective firms as deemed necessary by the Town to evaluate the proposals. This process will not be used as an opportunity to submit missing documentation or make revisions to the statement of qualifications. Any proposals that do not meet the submittal requirements will not be considered.

REJECTION OF PROPOSALS

The Town reserves the right to reject, at any time and for any reason, any and all proposals received as a result of this RFQ. The Town's intent is to enter into a contract as a result of this RFQ. However, if after reviewing the Proposals received, the Town determines that the Town should not enter into any Contract, or to enter into a partial or different contract from the Contract contemplated by this RFQ, the Town will act in accordance with what the Town determines at that time to be in its best interest. No Proposer or any other party has any entitlement, interest, or right in this decision by the Town, and by submitting a Proposal, acknowledges the Town's right to exercise its discretion in this regard without any right of recourse by the Proposer.

DISCLOSURE, OWNERSHIP OF PROPOSAL CONTENTS, AND CONFIDENTIALITY

The Proposals will become the basis for any contract entered into and will become subject to the Town's provision on public access to records and information. To the extent a Proposer includes any uniquely proprietary or confidential information in the Proposal, the Proposer must clearly and unequivocally mark such information. The Town will not reveal any such information to any third party, unless required to do so by law. The proposers must agree to make no other distribution of their Proposal beyond that made to the Town.

SUB-CONSULTANTS

It is intended that a single Consultant have total responsibility for the proposed work so as to assure a fully operational system. Therefore, any Proposer desiring to use sub-

Consultant(s) must identify each on a document supplied as an attachment to the Proposal and titled “Sub-Consultants”. Include for each sub-Consultant, their company’s name, the company’s principal owners, description of their involvement in the project, and qualifications for each aspect of the Proposed Solution they will be involved. The sub-Consultant(s) cannot be changed after submission of the Proposal except with the written approval of the Town.

The Consultant is responsible for all actions, workmanship, performance, and payment for their sub-Consultant(s).

RFQ INQUIRIES/QUESTIONS

All questions/inquiries must be submitted in writing via mail or email to the primary contact. The Town will review all inquiries received prior to the RFQ submittal deadline and will email written answers to all recipients of the RFQ. During the review or preparation of the RFQ Proposal, if a Proposer discovers any errors, omissions or ambiguities within the RFQ, they should identify them in writing to the Town prior to the RFQ submission deadline.

RFQ Revisions

Proposal interpretations and addenda clarification may be issued to correct mistakes, answer questions, or resolve ambiguities during the proposal solicitation process. The Town shall send any change to or interpretation of this RFQ to each firm or individual to whom an RFQ has been distributed. Any such changes or interpretations shall become a part of this RFQ and may be incorporated into any contract awarded pursuant thereto.

PROSPECTIVE FIRM PRESENTATIONS

A presentation may be needed if there are a number of equally qualified proposals that warrant further review. If presentations are necessary, the Proposers will be notified of the meeting date.

TENTATIVE SCHEDULE

The following is the Town’s tentative schedule for the selection of a consultant:

RFQ Release	November 26, 2018
Response Submittals due	December 14, 2018 @ 3:00
Town Staff Review	December 14 – December 21, 2018
Interviews (if necessary)	January 3 – January 4, 2018
Anticipated Award	January 8, 2019

ATTACHMENTS

Town of Thompson’s Station Municipal Code, Title 12, Chapter 4