

Town of Thompson's Station



REQUEST FOR PROPOSALS

THOMPSON'S STATION
Preservation Park Historic Signage/Markers

SECTION I

GENERAL INFORMATION TO PROPOSERS

1.1 INTRODUCTION

This Request for Proposals (hereinafter “RFP”) provides interested vendors with information to prepare and submit a Proposal for consideration by the Town of Thompson’s Station (hereinafter “Town”) for the installation of six (6) historic sign markers, with images, within Preservation Park (See Exhibit A). This RFP process is intended to identify potential Contractors with which the Town may, in its sole and absolute discretion, choose to enter into a Contract for the proposed service. It is expressly understood and agreed that the submission of a Proposal does not require or obligate the Town to pursue a contract with any Proposer or Contractor. All negotiations are subject to the consideration and approval of the Town of Thompson’s Station, which may, at its sole and absolute discretion, accept or reject any proposed contract.

1.2 DEFINITIONS

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

- a) **“Contract”** shall mean the agreement between the Town and vendor chosen as a result of this RFP, which addresses the requested goods and services.
- b) **“Contractor”** shall mean the vendor or its assignee 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 RFP.
- d) **“Proposer”** shall mean an individual or business entity submitting a Proposal in response to this RFP.
- e) **“Town”** shall mean the Town of Thompson’s Station, Tennessee.

1.3 RFP DOCUMENT

Information provided herein is intended solely to assist Proposers in the preparation of their Proposals. To the best of the Town’s knowledge, the information provided herein is accurate. However, the Town does not warrant such accuracy, and any errors or omissions subsequently determined will not be construed as a basis for invalidating this RFP.

1.4 PRIMARY CONTACT

The primary contact for this RFP is:

Wendy Deats, Town Planner
1550 Thompson’s Station Road West
Thompson’s Station, TN 37179
Phone: (615) 794-4333
Fax: (615) 794-3313
Email: wdeats@thompsons-station.com

1.5 ADDENDA INTERPRETATIONS

If it becomes necessary to revise any part of this RFP, a written addendum will be provided. The Town is not bound by any oral clarifications changing the scope of the work for this project. All addenda issued by the Town will become part of the official RFP and will be mailed to all registered Proposers based upon the contact information at the time of registration.

1.6 LABELING OF PROPOSALS

All proposals must be submitted in a sealed envelope plainly marked: Thompson's Station Preservation Park Historic Marker Proposal with an address of the firm in the upper left-hand corner.

1.7 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 Proposer(s) and/or Contractor(s) will be an independent service provider for all purposes and no agency, joint venture, or partnership, either expressed or implied, exists.

1.8 CONDITIONS OF PROPOSAL SUBMITTAL

- a) The proposal must be signed by a duly authorized official for the Proposer submitting the Proposal.
- b) No Proposal will be accepted from any persons, firms, or corporations that are 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.
- c) Only one Proposal will be accepted from any person, firm, or corporation.
- d) All Proposals shall be prepared in a comprehensive manner as to content, but no necessity exists for expensive binders or promotional material.

1.9 INDEMNITY:

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 Proposer's and/or Contractor's performance on this project.

SECTION II

PROPOSAL CONDITIONS

2.1 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 RFP. The Town's intent is to enter into a Contract as a result of this RFP. 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 RFP, the Town will act in accordance with what the Town determines at that time to be in its best interests. No Proposer or any other party has any entitlement, interest, or

right, vested or otherwise, in the aforementioned deliberation and decision by the Town, and by submitting a Proposal, the Proposer acknowledges the Town's right to exercise its discretion in this regard without any right of recourse by the Proposer.

2.2 PROPOSAL EVALUATION

Any Proposal that has not met the completeness that is required, as set forth to this RFP, may be rejected.

2.2.1 Review and Evaluation of Proposals

All Proposals will be reviewed and evaluated by the Town Planner who shall recommend for selection the Proposer whose Proposal best meets the needs of the Town as provided in this RFP. 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, comprehensive completion of the work coupled with a reasonable price for the services. This criterion will be evaluated by examining the entire Proposal, with particular emphasis on "Work Plan," "Personnel Resources," and "Experience." The Town is under no obligation to award to the Proposer submitting the lowest price(s), but significant consideration will be given to the price(s) proposed.

The Town reserves the right to consider other factors when evaluating Proposals, when such consideration serves the goals and best interests of the Town.

2.3 DISCLOSURE, OWNERSHIP OF PROPOSAL CONTENTS, AND CONFIDENTIALITY

The Proposal of the selected Proposer will become the basis for any contract entered into and will become subject to the Town's code on public access to records and information, as well as applicable law of the State of Tennessee.

All Proposals received will remain unopened until the Submission of Proposal date & time as set out herein and may be withdrawn as set forth in 2.7.5. By submitting a Proposal, Proposers agree to make no other distribution of their Proposal beyond that made to the Town. After evaluation by the Town, all Proposals shall be public records and open to inspection as required by law.

2.4 RFP PROPOSAL COSTS

The Town is not responsible for any costs or expenses incurred by any Proposer in the preparation of a Proposal, attendance at any conference, or meeting related to this RFP. The Town is not responsible for payment of any amount to the selected Proposer until a Contract has been awarded and executed by the Town of Thompson's Station and the Contractor has performed services pursuant to the Contract that entitle the Contractor to receive payment under the terms of the Contract.

2.5 PROPOSER

The decision to award a contract will be made on the basis of the Proposer's overall ability to perform and respond to the RFP's requirements to prove a high level of competence. Special emphasis will be placed upon capabilities of the Proposer's experience with completing planning services.

2.6 SUB-CONTRACTORS

It is intended that a single Contractor have total responsibility for the proposed work. Therefore, any Proposer desiring to use sub-contractor(s) must identify each sub-contractor on a document supplied as an attachment to the Proposal and titled "Sub-Contractors". Please include for each sub-contractor: the company name, the company's principal owners, description of the company's involvement in the project, and the qualifications of each sub-contractor for each aspect of the Proposed Solution with which they will be involved. The sub-contractor(s) cannot be changed after submission of the Proposal except with the express, written approval of the Town.

The Contractor is responsible for all actions, workmanship, performance, and payment for the sub-contractor(s). Additional documentation, including indemnification and hold harmless agreements may be required of each sub-contractor, in the Town's sole and absolute discretion.

2.7 RFP PROCESS

2.7.1 RFP Release

The RFP will be publicly advertised and released in accordance with the applicable laws of the State of Tennessee and shall include the notification of the time and place when and where the RFP is due. The RFP may be obtained from:

Jennifer Jones, Planning and Permitting Technician
Thompson's Station Town Hall
1550 Thompson's Station Road West
Thompson's Station, TN 37179
Office: (615) 794-4333
Fax: (615) 794-3313
jjones@thompsons-station.com

An electronic copy may be obtained via email from the Town Community Development Department. Additionally, the RFP may be mailed to those businesses that are included on the Town's list that are known to be a potential provider of goods and services of the type required by this RFP. Those who the Town has mailed the RFP to and those who have requested a copy of the RFP will receive all information regarding the RFP. The information includes, but is not limited to, any amendments to the RFP, answers to inquiries received regarding the RFP, or changes in the RFP Schedule.

2.7.2 RFP 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 RFP submittal deadline and will email written answers to all recipients of the RFP. During the review or preparation of the RFP, if a Proposer discovers any errors, omissions or ambiguities within the RFP, they should identify them in writing to the Town prior to the RFP submission deadline.

2.7.3 RFP Revisions

Proposal interpretations and addenda clarifications 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 RFP to each firm or individual to whom an RFP has been distributed. Any such changes or interpretations shall become a part of this RFP and may be incorporated into any contract awarded pursuant thereto.

2.7.4 Economy of Preparation

Proposals should be prepared simply and economically, thereby providing a straightforward, concise description of the Proposer’s ability to meet the requirements of the RFP.

2.7.5 Proposal Withdrawal

The Proposer at any time up to the RFP Submission Deadline date and time identified in the Required RFP Schedule may withdraw their Proposal. If the Proposer desires to re-submit their Proposal, it must be re-submitted by the Proposal Submission Deadline as identified in the Required RFP Schedule.

2.7.6 Proposer Presentations

A presentation may be needed if there are a number of equally qualified and priced proposals that warrant further review. The Town will notify proposers in a timely manner.

2.7.7 Required RFP Schedule

Contractors interested in responding to this RFP should submit two hard copies (one unbound) of their proposal and one electronic media in the form of a CD or thumb drive. Proposers must submit proposals no **later than 3:00 p.m. CST, Monday, August 19, 2019** to:

The Office of the Community Development Department
PO Box 100 (by mail) or 1551 Thompson’s Station Road West (in person)
Thompson’s Station, TN 37179

A recap of important dates relating to this Request for Proposal are listed below:

Release of RFP: July 25, 2019
Submission of Proposal: August 19, 2019
Award of Contract: On or About September 10, 2019

2.8 RFP PROPOSAL CONTENT AND FORMAT

2.8.1 Proposal Submission

The Town Planner must receive all Proposals no later than the Proposal Submission date and time identified in the RFP Schedule. Proposals may be mailed or hand-delivered, but in either case must be received and or postmarked by the specified date and time. **Late proposals will not be considered.**

Proposals must contain all Required Documentation as requested by this RFP, otherwise the Proposal will be considered non-conforming and will be disqualified. The Proposer must supply two (2) hard copies (8.5 X 11.0) of the Proposal and one electronic media in the form of a CD or thumb drive. The Proposal must bear the inscription: Preservation Park Entry Sign as well as the name and address of the Proposer.

The Proposal shall be addressed to the attention of:

Wendy Deats, Town Planner
Town of Thompson's Station
PO Box 100
Thompson's Station, TN 37179

The Town reserves the right to request additional information from any, all or no Proposers after Proposal Submission.

One (1) RFP Proposal must contain the original signature(s) of an official or officials authorized to bind the Proposer to its provisions. Additionally, the authorized signature(s) must appear on company letterhead.

In case of a difference between written words and figures in a Proposal, the amount stated in written words shall govern. Alterations or erasures are discouraged, but if present, must be crossed out and the corrections printed in ink or typewritten adjacent thereto. Each person signing the Proposal must initial each such correction.

2.9 PROPOSAL ORGANIZATION

Proposals must be organized in the following order of sections:

Section I Transmittal Letter

The Proposal must include the name, title, address, telephone number, and email address of one (1) or more individuals who will serve as Proposer's contact for purposes of this RFP. The Proposer shall fully disclose details regarding its legal identity, i.e., corporation, partnership, etc. If the Proposer is a partnership, all partners must be named regardless of status, activeness, or percentage of ownership.

Section II Proposer Qualifications

The Proposer must describe its qualifications and experience in providing the work described in this RFP. Experience should include examples of performing similar

or related services. This includes details as to the type of services and approximate dates of service delivery.

The Proposer shall provide a team organization chart, which lists the names of key personnel that will be assigned to this project and relevant professional work experience. Any subcontractors anticipated to be utilized to perform work on this project should be identified and brief resumes submitted.

The Town reserves the right to approve all persons assigned to the project. No contract awarded pursuant to a Proposal submitted in response to this RFP may be assigned, either in whole, or in part, without first receiving written consent from the Town.

The Proposer must submit one (1) reference for a project of similar detail during the last three (3) years. The references must have had experience with the Proposer similar in scope to those described in the RFP. The Proposer must name a contact person and contact information for whomever is responsible for the review at each provided reference.

Section III Proposed Work

The Proposal should contain a detailed statement of the respondent's understanding of the scope of services required under this RFP. The Proposal should also contain an explanation of the respondent's ability to execute the requirements and achieve the objectives of this RFP. The proposal shall address separately each of the major tasks or activities to be achieved.

Section IV Costs to the Town of Thompson's Station

The Proposer will fully describe all costs for the completion of the work described herein that Town will incur as a result of accepting your Proposal.

Describe in detail any other costs the Town will incur as a result of selecting your Proposal.

By participating in this RFP and if your Proposal is selected, the Proposer agrees that the Town is not responsible for any costs related to the requirements of this RFP.

Section V Required Information

Fee Analysis:

Proposals must include fee information that delineates the costs associated with providing the services being requested under this RFP. Should the Town enter into negotiations with a successful respondent that results in a revision to the scope of services in this RFP, the fees may correspondingly be negotiated to reflect the changes.

No Conflict and Disclosure of Interests:

By submitting a proposal, Proposer certifies that to the best of its knowledge or belief, no elected or appointed official of the Town is financially interested, directly or indirectly, in their firm. In addition, Proposer shall identify any interest that it has in any real property located within the Town and/or any land development project located within the Town with which it or any of its key personnel has any interest or has provided any services.

Section VI Response to General Conditions

- a) Proposal Conditions or Limitations:
Proposals that set forth conditions or limitations to those set forth in the RFP may be considered non-responsive and, therefore, may be rejected. Notwithstanding any other provision of this RFP, the Town reserves the right to reject any or all proposals, to waive any defects or informalities, to negotiate with respondents, and to accept the proposal deemed to be in the best interest of the Town.

- b) 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 RFP to each firm or individual to whom an RFP has been distributed. Any such changes or interpretations shall become a part of this RFP and may be incorporated into any contract awarded pursuant thereto.

- c) Town’s Right of Withdrawal of RFP
Notwithstanding any other provisions of this RFP, the Town reserves the right to withdraw this RFP at any time without prior notice.

SECTION III

REQUIREMENTS OF SERVICES

3.1 PURPOSE

The Town would like to have up to six (6) historic markers within Preservation Park located at 1600 Thompson’s Station Road West. The historic markers will contain the language prepared and drafted for the Town by a local historian and will be located throughout Preservation Park.

3.2 SPECIAL CLAUSES

Key Personnel

- a) The Contractor’s key personnel will be identified with specific roles and responsibilities included as required for the fulfillment of this Contract. Key personnel include the Project Manager, employees with specialized expertise, and any sub-contractors designated to perform work.

- b) The Contractor's Project Manager shall oversee the performance of services and shall be the primary point of contact for services performed under this Contract. The Contractor's Project Manager shall be available to meet with the Town Planner and/or Parks and Recreation Advisory Board to discuss progress or problems as the need arises.

Progress Reports

The Contractor may be required to submit reports to the Town Planner to describe all work performed, progress made since the preceding report, and the expected progress to be made in the next succeeding period.