

**Town of Thompson's Station**



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**REQUEST FOR QUALIFICATIONS**

CONSULTING FOR  
PLANNING SERVICES

# **SECTION I**

## **GENERAL INFORMATION TO PROPOSERS**

### **1.1 INTRODUCTION**

This Request for Qualifications (RFQ) provides interested vendors with information to prepare and submit a Proposal for consideration by the Town of Thompson's Station (Town) to satisfy its requirements for planning consultant services based on the need to update our current planning and zoning documents. This RFQ process is intended to identify potential Contractors with which the Town may, in its sole discretion, choose to enter into a Contract for the proposed consulting services. 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. All negotiations are subject to the consideration and approval of the Town of Thompson's Station, which may, at its sole 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 RFQ.
- 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 RFQ 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 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 RFQ.

### **1.4 PRIMARY CONTACT**

The primary contact for this RFQ is:

Joe Cosentini, Town Administrator  
1550 Thompson's Station Road West  
Thompson's Station, TN 37179  
Phone: (615) 794-4333  
Fax: (615) 794-3313  
Email: [jcosentini@thompsons-station.com](mailto:jcosentini@thompsons-station.com)

## **1.5 ADDENDA INTERPRETATIONS**

If it becomes necessary to revise any part of this RFQ, 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 RFQ 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, Planning Services 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 firm or firms will be an independent service provider for all purposes and no agency, either expressed or implied, exists.

## **1.8 CONDITIONS OF PROPOSAL SUBMITTAL**

- a) The proposal must be signed by a duly authorized official for the Proposing firm submitting the proposal.
- b) 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.
- 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 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.

***END OF SECTION I***

## **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 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.

#### **2.2 PROPOSAL EVALUATION**

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

##### **2.2.1 Review and Evaluation of Proposals**

All proposals will be reviewed and evaluated by the Town Administrator or his designee who shall recommend for selection the Proposer whose Proposal 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, 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 prices, but significant consideration will be given to the prices proposed.

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

#### **2.3 DISCLOSURE, OWNERSHIP OF PROPOSAL CONTENTS, AND CONFIDENTIALITY**

Technical and price information provided in Proposals will be held in confidence and will not be disclosed, revealed, or discussed with competitors. The Proposal of the selected Proposer 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.

Proposers must agree to make no other distribution of their Proposal beyond that made to the Town.

## **2.4 RFQ PROPOSAL COSTS**

The Town is not responsible for any costs or expenses incurred by any Proposer in the preparation of the Proposal, attendance at any conference, or meeting related to this RFQ. 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 RFQ'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 so as to assure a fully operational system. Therefore, any Proposer desiring to use sub-contractor(s) must identify each on a document supplied as an attachment to the Proposal and titled "Sub-Contractors". Include for each sub-contractor, 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-contractor(s) cannot be changed after submission of the Proposal except with the written approval of the Town.

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

## **2.7 RFQ PROCESS**

### **2.7.1 RFQ Release**

The RFQ 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 RFQ is due. The RFQ may be obtained from:

Chandra Boughton, Town Clerk

Thompson's Station Town Hall  
1550 Thompson's Station Road West  
Thompson's Station, TN 37179  
Office: (615) 794-4333  
Fax: (615) 794-3313  
cboughton@thompsons-station.com

An electronic copy may be obtained via email from the Town Clerk. Additionally, the RFQ 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 RFQ. Those who the Town has mailed the RFQ to and those who have requested a copy of the RFQ will receive all information regarding the RFQ. The information includes, but is not limited to, any amendments to the RFQ, answers to inquiries received regarding the RFQ, or changes in the RFQ Schedule.

### **2.7.2 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.

### **2.7.3 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.

### **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 RFQ.

### **2.7.5 Proposal Withdrawal**

The Proposer at any time up to the RFQ Submission Deadline date and time identified in the Required RFQ 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 RFQ 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 Administrator will notify proposers in a

timely manner.

### **2.7.7 Required RFQ Schedule**

Consultants interested in responding to this RFQ 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, Friday, November 21, 2014** to:

The Office of the Town Administrator  
PO Box 100  
Thompson's Station, TN 37179

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

Release of RFP:	October 16, 2014
Submission of Proposal:	November 21, 2014
Award of Contract:	January 13, 2015

## **2.8 RFQ PROPOSAL CONTENT AND FORMAT**

### **2.8.1 Proposal Submission**

The Town Administrator must receive all Proposals no later than the Proposal Submission date and time identified in the RFQ 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 RFQ, otherwise the Proposal will be considered non-conforming and will be disqualified. The Proposer must supply three (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 container must bear the inscription: Planning Services Proposal as well as the name and address of the Proposer. The Proposal shall be addressed to the attention of:

Town Administrator  
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.

Proposers shall distribute their RFQ Proposals only to the Town Administrator. 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, fax number, and email address of one (1) or more individuals who will serve as Proposer's contact for purposes of this RFQ. 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 RFQ. 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 respondent shall provide a team organization chart, which lists the names of key personnel that will be assigned to this project along with a brief resume for each individual that describes their education and relevant professional work experience. A description of the work expected to be performed by each individual including an estimate of the amount of time each will be assigned to work on the project should also be provided. 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 RFQ may be assigned, either in whole, or in part, without first receiving written consent from the Town.

The Proposer must submit three (3) references of similar engagements during the last three (3) years. The references must have had experience with the Proposer similar in scope to those described in the RFQ. 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 RFQ. The proposal should also contain an explanation of the respondent's ability to execute the requirements and achieve the objectives of this RFQ. 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 Organizational and Management review

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

## **Section V Required Information**

Fee Analysis:

Proposals must include fee information that delineates the costs associated with providing consulting services being requested under this RFQ. The schedule should include the following:

- a) A Schedule of Fees that itemizes costs of providing all services required under this RFQ broken down by (a) salaries, including hourly rates for each employee; and (b) other expenses, such as travel, supplies, etc.
- b) 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.

## **Section VI Response to General Conditions**

- a) Proposal Conditions or Limitations:  
Proposals that set forth conditions or limitations to those set forth in the RFQ may be considered non-responsive and, therefore, may be rejected. Notwithstanding any other provision of this RFQ, 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 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.
- c) Town's Right of Withdrawal of RFQ  
Notwithstanding any other provisions of this RFQ, the Town reserves the right to withdraw this RFQ at any time without prior notice.

***END OF SECTION II***

## **SECTION III**

### **REQUIREMENTS OF SERVICES**

#### **3.1 PURPOSE**

The Town of Thompson's Station, population 2,688, is a growing Tennessee community located 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 will strongly consider the use of form based codes or hybrid codes with both use and form-based regulations. The application and extent of each zoning approach/methodology will be determined via the update process.

#### **3.2 SCOPE OF SERVICES – GENERAL**

The intent of the Scope of Services provided below is to serve as a framework, which applicants can use to develop a more detailed scope of work based on their professional expertise and knowledge. The Scope of Services attempts to list major tasks as currently envisioned but does not attempt to be a comprehensive list. Although there are elements in the proposed Scope of Services that are desirable, there is also generous room for creativity by the Consultant(s) in the approach and methods employed. The Town asks applicants to present an efficient, effective scope of work, which insures a set of high quality, broadly supported land use regulations. A complete Scope of Services and budget will be developed in consultation with the selected Consultant(s) based on the Town's needs and the Consultant's experience and capabilities.

The proposed scope of services and deliverables are as follows:

- a) Conduct a comprehensive review and analysis of the existing Comprehensive Plan, Zoning Ordinance and Subdivision Regulations. The technical analysis and evaluation shall:
  - Clearly identify potential revisions to the existing Comprehensive Plan.
  - Assess the strengths and weaknesses of the existing codes in terms of structure, organization, clarity, ease of use, existing zoning districts and district standards, regulations of general applicability, definitions, and all procedures.
  - Identify and recommend for inclusion needs that have not been identified by Town staff in the professional opinion of the selected Consultant should be addressed to insure a complete and effective ordinance that meets local needs.
  - Identify and correct any internal inconsistencies, omissions or errors, including grammatical and other editorial problems in the Zoning Ordinance, platting review regulations, and subdivision regulations.
- b) Insure that the Zoning and Subdivision codes conform to generally accepted land use law and principles as well as state and federal statutes and case law.

- c) Regulatory revisions shall address, for example, such areas as design review, sustainable development, diverse housing, storm water, wetlands, outdoor lighting, noise, residential and nonresidential site design, signage, and parking standards.
- d) Develop a new zoning map. The new map will need to coincide with any recommended changes and additions to the Thompson's Station Comprehensive Plan and in conformance with generally accepted land use law and principles as well as state statutes.
- e) Create, to the fullest extent possible, a user friendly, simplified, clear and easily understood set of local land use regulations, including:
  - Revise vague, unclear or confusing language and insure that language, terms, and intent are consistent from one section to another;
  - Insure the essential words used in the text of the Land Use Regulations are defined in the Definitions section and revise incorrect or inadequate definitions;
  - Revise sections of the Land Use Regulations that are in conflict with other sections, have unintended impacts on other sections or are overly complex;
  - Recommend improvements to the layout of the Zoning Ordinance and Subdivision Regulations; and
  - Recommend appropriate illustrations and/or diagrams including appropriate cross-sections.
- f) The Consultant will be required to attend and facilitate multiple public hearings with the Town Board of Mayor and Aldermen, Planning Commission, residents, and other stakeholders and prepare multiple drafts of the proposed code and ordinance for review and comment.
- g) Provide technical assistance on all matters involving community development including zoning issues, annexation, plan review, and land use.

Please note that Town staff will be heavily involved in assisting the Consultant(s), both to facilitate the process. Town staff will assist in meeting arrangements, advertising public meetings, workshops or hearings and other logistics. Staff will also work closely with the Consultant(s) by reviewing any work product before it is submitted to any reviewing body or presented to the public.

### **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 shall include one or more individuals who have extensive experience in community development. Key personnel include the Project Manager, employees with specialized expertise, and any subcontracted consultants 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 Administrator to discuss progress or problems as the need arises.

**Progress Reports**

The Contractor shall submit reports, at least quarterly, to the Town Administrator to describe all work performed, progress made since the preceding report, and the expected progress to be made in the next succeeding period.

***END OF SECTION III***