



CITY OF WHITE HOUSE

**REQUEST FOR QUALIFICATIONS
FOR
GIS STORMWATER
ASSET MANAGEMENT SYSTEM**

February 27, 2018

**105 College Street
White House, Tennessee, 37188**

CITY OF WHITE HOUSE, TENNESSEE

REQUEST FOR PROPOSALS

I. INTRODUCTION

A. General Information

The City of White House is requesting qualifications from professional engineering firms to assist in reviewing and creating the City's GIS Stormwater Asset Management System.

There is no expressed or implied obligation for the City of White House to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

To be considered, four (4) copies of the proposal must be received by Mr. Derek Watson, Purchasing Specialist at 105 College Street, White House, Tennessee, 37188 by **12:00 PM on Tuesday, May 22, 2018.**

The City of White House reserves the right to reject any or all proposals submitted.

Proposals submitted will be evaluated by a four (4) member Selection Committee consisting of the City Administrator, the Public Services Director, the Assistant Public Services Director/Engineer, and the Purchasing Coordinator.

During the evaluation process, the City reserves the right to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. Firms may be requested to make oral presentations to the Selection Committee as part of the final evaluation process.

The City of White House reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City of White House and the firm selected.

The City of White House does not discriminate on the basis of age, race, sex, color, national origin, religion or disability in admission to, access to, or operation of its programs, services or activities, nor does it discriminate in its hiring, employment or purchasing practices.

It is anticipated the selection of a firm will be completed by June 14, 2018. Following the notification of the selected firm it is expected a contract will be

executed between both parties following the July 19, 2018 meeting of the City of White House Board of Mayor and Aldermen.

B. Term of Engagement

A (1) one-year contract period is contemplated for completion of this project.

II. SCOPE OF SERVICES

City of White House Public Services seeks RFQ in development of a GIS Stormwater Asset Management System. Responders must provide proof of being registered professional engineers licensed to practice in the State of Tennessee as well as past work experience in collecting GIS data and map inventory development.

- A. Produce a comprehensive map of the stormwater drainage system for use with the City of White House Public Services Wastewater GIS database to include:
 - 1. Existing Geodatabase Evaluation
 - 2. Development of Stormwater Feature Layer
 - 3. Field Inventory
 - 4. Inventory Delivery
 - 5. On-going maintenance and upgrades
- B. Having supplemental data to address localized flooding and drainage problems;
- C. Developing priorities for watershed master planning;
- D. Identifying priorities for future capital improvement needs;
- E. Provide the City with a framed composite drainage map with flow direction.

III. DESCRIPTION OF THE GOVERNMENT

A. Contact Person

The consultant's principal contact with the City of White House will be Mr. Joe Moss, Director of Public Services, who will coordinate the assistance to be provided by the City of White House.

B. Background Information

The City of White House is located 25 miles north of Nashville on I-65. The City was incorporated in 1971 and is chartered under Chapter Six of Tennessee Code Annotated (T.C.A.) operating as the Mayor-Aldermanic Charter.

The City serves an approximate area of 11 square miles lying in both Robertson and Sumner Counties and an additional 6 square miles within the urban growth boundary. The City's current population as certified by a 2016 special census is 11,600.

The City of White House fiscal year begins on July 1st and ends on June 30th.

The City offers a full range of municipal services typical of Tennessee towns and cities, including public safety, public works, sanitation, parks and leisure services, and a wastewater utility. The City does not operate water, gas, or electric services.

Effective January 1st, 2003, the City began operating with a full-time City Administrator as provided under T.C.A. Chapter Six.

The City employs approximately 103 full-time and 25 part-time and seasonal employees (part-time includes 6 elected officials; 5-Mayor and Aldermen, 1-Judge).

The City of White House is organized into nine (9) departments. The accounting and financial reporting functions of the City of White House are centralized. The City's budget for FY 2016-2017 is approximately 24 million dollars.

More detailed information on the government can be found in the budget document and the annual financial reports available on the City's web-site at www.cityofwhitehouse.com.

VI. PROPOSAL REQUIREMENTS

A. General Requirements

1. Inquiries concerning the request for qualifications and the subject of the request for proposals must be made to:

Mr. Derek Watson
Purchasing Specialist
105 College Street
White House, TN 37188
(615) 672-4350 x 2130
dwatson@cityofwhitehouse.com

2. The following material must be received by May 22, 2018, for a proposing firm to be considered:

- a. A master copy (so marked) of the proposal and 5 copies to include the following:

- i. Title Page

Title page showing the request for proposals subject; the firm's name; the name, address and telephone number of the contact person; and the date of the proposal.

- ii. Table of Contents

- iii. Transmittal Letter

A signed letter of transmittal briefly stating the proposer's understanding of the work to be done, the commitment to perform the work within the time period, a statement why the firm believes itself to be best qualified to perform the engagement and a statement that the proposal is a firm and irrevocable offer for 90 days.

- iv. Detailed Proposal

The detailed proposal should follow the order set forth in Section VI B of this request for proposals.

Proposers should send the completed proposals to the following address:

Mr. Derek Watson, Purchasing Specialist
105 College Street
White House, TN 37188

B. Qualification Requirements

1. General Requirements

The purpose of the proposal is to demonstrate the qualifications, competency and capacity of professional planning consultant to assist in reviewing and creating the City of White House's GIS Stormwater Asset Management System. The proposal should demonstrate the qualifications of the firm and of the particular staff to be assigned to this engagement. It should also specify an approach that will meet the request for proposals requirements.

2. License to Practice in Tennessee

An affirmative statement should be included that the firm and all assigned key professional staff are properly licensed to practice in the State of Tennessee.

4. Firm Qualifications and Experience

The proposal should state the size of the firm, the size of the firm's staff, the location of the office from which the work on this engagement is to be performed and the number and nature of the professional staff to be employed in this engagement on a full-time basis and on a part-time basis.

5. Partner, Supervisory and Staff Qualifications and Experience

Identify the principal supervisory and management staff, including engagement partners, managers, other supervisors and specialists, who would be assigned to the engagement.

Engagement partners, managers, other supervisory staff and specialists may be changed if those personnel leave the firm, are promoted or are assigned to another office. These personnel may also be changed for other reasons with the express prior written permission of the City of White House. However, in either case, the City of White House retains the right to approve or reject replacements.

6. Similar Engagements with Other Government Entities

For the firm's office that will be assigned responsibility for project, list the most significant engagements performed in the **last three years** that are similar to the engagement described in this request for proposal. Indicate the scope of work, date, engagement partners, total hours, and the name and telephone number of the principal client contact. Specifically identify those engagements at which the managers and other supervisors who will be assigned to the City of White House engagement have worked.

VII. EVALUATION PROCEDURES

A. Selection Committee

Proposals submitted will be evaluated by a four (4) member Selection Committee consisting of the City Administrator, the Public Services Director, the Assistant Public Services Director/Engineer, and the Purchasing Coordinator.

B. Evaluation Criteria

Proposals will be evaluated using three sets of criteria. Firms meeting the mandatory criteria will have their proposals evaluated and scored for both

technical qualifications and price. The following represent the principal selection criteria, which will be considered during the evaluation process.

1. Ability or relevant expertise of the firms' personnel to be used in performing the service **(30 points)**
2. Past experience in the required disciplines with other clients **(10 points)**
3. Qualifications and availability of staff **(20 points)**
4. Demonstrated ability to meet schedules without compromising completion date **(15 points)**
5. Evaluations on prior GIS inventory assistance, if available **(25 points)**

C. Oral Presentations

During the evaluation process, the Selection Committee may, at its discretion, request up to three firms to make oral presentations. Such presentations will provide firms with an opportunity to answer any questions the Selection Committee may have on a firm's proposal. Not all firms may be asked to make such oral presentations.

D. Final Selection

The Board of Mayor and Aldermen will select a firm based upon the recommendation of the Selection Committee.

It is anticipated the selection of a firm will be completed by June 14, 2018. Following the notification of the selected firm it is expected a contract will be executed between both parties following the July 19, 2018 meeting of the City of White House Board of Mayor and Aldermen.

E. Right to Reject Proposals

Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposal unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City of White House and the firm selected.

The City of White House reserves the right without prejudice to reject any or all proposals.