

REQUEST FOR PROPOSALS

MUNICIPAL FACILITIES STUDY

Introduction

The City of Springfield, Tennessee (“City”) is a, Tennessee municipal corporation of approximately 18,745 residents located approximately 30 miles north of Nashville. The City of Springfield is a full-service city providing the following services and/or departments: police, fire, parks, public works (which includes street, sanitation, and vehicle maintenance divisions), community development and planning, finance (which includes utility billing and meter reading), engineering, water, wastewater, sanitation, stormwater, natural gas, and electric. The City also has two cemeteries and a golf course.

Project Description

The City is currently seeking to retain the services of a Professional Consultant (“Consultant”) experienced in conducting and completing a municipal facilities study (“Study”) to determine the City’s future facility needs for space considerations including potential locations that would best serve the public.

The ultimate goal of the project would be to assist the City in planning for future facilities for the organization and the community by producing a report that includes findings and recommendations, which helps the City plan for future capital expenditures and informs the community about capital needs.

The study should consider future working conditions and technological innovations which may shape the future of service delivery and dictate the City’s future workforce needs, identify opportunities to leverage grant funding while meeting needs expressed by the community, and consider design opportunities which promote the City’s economic development goals and help generate revenue.

Schedule

Proposals Due – March 3, 2022

Contract Award – April 19, 2022

Note: This is the City’s desired schedule. The City reserves the right to modify the schedule. Notice to proceed will be issued shortly after contract award.

Scope of Work

The project is expected to include the following items:

- Review documents and plans for existing city buildings and other real property holdings including but not limited to:
 - Fire Stations (2)

- Police
- Electric – buildings
- Water and Wastewater – main building plus sewer and water plants
- Natural Gas – buildings (2)
- Public Works – buildings and city parking areas
- The Center
- Parks – facilities and numerous buildings
- City Hall
- Cemeteries and associated buildings
- The Legacy Golf Course
- Meet with city management and department heads to understand operational aspects of the City of Springfield Government to assist in identifying needs.
- Conduct interviews with all City department representatives to identify and prioritize space and facility needs.
- Use existing reports and master plans to help identify existing conditions and consider their findings when determining needs for future community assets, including a large community park with community building.
- Hold one or more stakeholder and public community workshops.
- Forecast parking needs as appropriate.
- Provide analysis and recommendations on renovating/expanding facilities versus relocating to new site with new build.
- Prepare an incremental project budget estimate forecast and funding options for recommended needs.
- Hold final planning session to discuss review comments and program conclusions.
- Develop summary planning document for management staff review.
- Present results of the study to the Board of Mayor and Aldermen.

Requests for Clarification

All requests for clarification in specifications regarding this RFP/RFQ must be submitted in writing no later than Wednesday, February 23, 2022 to Candice Tillman, Assistant City Manager:

Email: candice.tillman@springfieldtn.gov

Mail: Candice Tillman
 Assistant City Manager
 City of Springfield
 405 North Main Street
 Springfield, TN 37172

Any questions or comments directed by a respondent to persons outside of the individual listed above are inappropriate and such activity may result in that proposal being deemed non-responsive.

Method of Evaluation (50 Total Points)

A panel of City staff will review the submitted qualifications based on the evaluation factors listed below:

Company Overview, Statement of Qualifications, Team Description

Points: 10

Provide names, educational background and experience of each team member, including sub-consultants, if applicable. The information should describe the nature of the work and the role of these individuals and/or companies as they relate to this project. Include names and qualifications of outside consultants and associates that may be employed to assist on this project. Provide a project organization chart.

Project Relevant Experience

Points: 10

Describe three to five current projects or projects completed in the last five years. Include client contact information. Preference will be given to respondents who have developed plans for other municipalities.

References

Points: 5

A minimum of three (3) related business references, including names, addresses and phone numbers plus a description of the type of work you performed. Include references of other municipalities/organizations for which your firm has conducted similar studies.

Project Approach

Points: 25

Describe your understanding of the project and an approach for completing the project. Provide task details and proposed timeline. Identify cost savings and provide an estimated timeline for completion of the final report and a summary presentation to the Board of Mayor and Aldermen.

As part of the project approach include any needed assistance from the city. Provide a written summary identifying the types of information, data and assistance expected from the City in order to complete this project. Also, indicate key areas where the City may be able to reduce scope and price.

Optional Interviews

The selection committee reserves the right to select a short list of the highest scoring respondents for interviews. Interviews will be scored based upon the method of evaluation criteria scores.

The City will enter into negotiations with the highest ranked respondent to finalize a contract for the contract period. If a contract cannot be successfully negotiated with the highest ranked respondent, then negotiations will be terminated with that respondent and the City will enter negotiations with the next highest ranked respondent until an agreement is reached or an impasse is declared.

Notice of Award and Appeal Process

The City intends to select a single Consultant. The selected Consultant will be identified by the selection committee and a notification letter will be sent to all respondents. Any respondent wishing to appeal the recommendation must do so in writing and within seven (7) business days of the notice being sent.

The City Manager or designee will recommend entering into a contract with the selected Consultant at the April 19, 2022 Board of Mayor and Aldermen meeting.

General Terms & Conditions

The City reserves the right to reject any or all Proposals, to waive any informality or irregularity in any Proposal received, and to be the sole judge of the merits of the respective Proposal received. Final award will be subject to the execution of the contract. The City reserves the right to negotiate a final contract that is in the best interest of the City.

Submittal Instructions

Proposals should be submitted in a sealed envelope, or other sealed container, which is clearly marked "Municipal Facilities Study". Please provide three (3) hard copies and one (1) digital copy of the Proposal.

Proposals should be submitted to:

Lisa Crockett, City Recorder
City of Springfield
405 North Main Street
Springfield, TN 37172

Submission Date and Time: Thursday, March 3, 2022 at 2:00 p.m. Local time

LATE SUBMISSIONS WILL NOT BE ACCEPTED