



CITY OF WHITE HOUSE

REQUEST FOR QUALIFICATIONS FOR 2017-2018 COMPREHENSIVE PLAN REVIEW AND UPDATE

October 3, 2017

**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 planning consultant firms to assist in reviewing and updating the City's Comprehensive Plan.

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, six (6) 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, October 17, 2017.

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

Proposals submitted will be evaluated by a six (6) member Selection Committee consisting of the City Administrator, the Planning/Codes Director, the Fire Chief, the Public Services Director, an Alderman, 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.

It is anticipated the selection of a firm will be completed by November 19, 2017. Following the notification of the selected firm it is expected a contract will be executed between both parties following the November 19, 2017 meeting of the City of White House Board of Mayor and Aldermen.

B. Term of Engagement

A (1) one-year contract is contemplated with a renewal for up to (1) year, subject to the annual review and recommendation of the Selection Committee, the satisfactory negotiation of terms and the concurrence of the Board of Mayor and Aldermen of the City of White House.

II. NATURE OF SERVICES REQUIRED

The consulting firm will work with Planning Staff, the Planning Commission, the Board of Mayor and Aldermen, and Citizens to review proposals and make recommendations to the plan. High level of citizen input is desired for the plan. The project will also include recommendations for implementing the plan and updating the City's thoroughfare plan. The consultant will also review the Zoning Ordinance and Subdivision regulations and assess changes needed to help with the implantation of the Comprehensive Plan. The city would like a consultant with previous experience in assisting growing cities of similar size in developing comprehensive plans.

III. DESCRIPTION OF THE GOVERNMENT

A. Contact Person

The consultant's principal contact with the City of White House will be Mr. Reed Hillen, Director of Planning and Codes, 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

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. Submission of Proposals

The following material must be received by October 17, 2017, 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 updating the Comprehensive Plan of the City of White House. 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 six-member Selection Committee consisting of the City Administrator, the Director of Planning and Codes, the Director of Public Services, the Fire Chief, an Alderman, and the Purchasing Specialist.

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. Mandatory Elements

- a. The firm is licensed to practice in Tennessee.

- b. The firm adheres to the instructions in this request for proposal on preparing and submitting the proposal.

2. Technical Qualifications

- a. The firm exhibits expertise based on past experience and performance on comparable government engagements.
- b. The quality of the firm's professional personnel to be assigned to the engagement and the quality of the firm's management support personnel to be available for technical consultation

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 that a firm will be selected by November 16, 2017. Following notification of the firm selected, it is expected a contract will be executed between both parties following the November 16, 2017 Board of Mayor and Aldermen meeting.

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.