

PUBLIC NOTICE
REQUEST FOR QUALIFICATIONS #1229

The City of Springfield, TN (“City”) is requesting qualifications from consultants or firms to conduct a comprehensive planning study. This work shall include zoning master planning for the city and urban growth areas, land use for the same, and a thorough review of the zoning ordinance, and subdivision regulations of the City, as well as an updated major throughfare plan.

Requirements may be downloaded at www.springfieldtn.gov. Requests for clarification may be sent to Candice Tillman, Assistant City Manager, via email at administration@springfieldtn.gov. Please reference “**Comprehensive Planning Study RFQ #1229**” on the outside of the sealed envelope; please provide three (3) hard copies and one (1) digital copy. **Sealed** proposals must be received in the Office of the City Recorder, 405 North Main Street, Springfield, TN 37172 by noon central time, Friday, February 24, 2023. Late submissions will not be accepted.

City staff will evaluate each submission and may select a consultant or firm to interview. Following the staff evaluation, including interviews, and fee schedule negotiation, the City Manager will recommend the consultant or firm most qualified to the Board of Mayor and Alderman for official contract award.

The City of Springfield reserves the right to modify or cancel the selection process or reschedule at any time. Additionally, the city may seek clarification or additional information from respondents. This RFQ shall not be construed as a contract or a commitment of any kind. The City shall not be held responsible for the costs incurred by anyone in the preparation or submittal of the response to this RFQ.

Lisa H. Crockett
City Recorder



Request for Qualifications

Comprehensive Planning Study

Issuing Entity: City of Springfield
405 North Main Street
Springfield, TN 37172

Contact: Questions regarding this solicitation should be directed to:
Kimberly Atlee
(615) 382-2200
kimberly.atlee@springfieldtn.gov

Released: January 17, 2023

I. PURPOSE

The City of Springfield, TN (“City”) is requesting qualifications from consultants or firms to conduct a comprehensive planning study. This work shall include zoning master planning for the city and urban growth areas, land use for the same, and a thorough review of the zoning ordinance, and subdivision regulations of the City, as well as an updated major throughfare plan.

II. SUBMISSION INFORMATION

Three (3) hard copies and one (1) digital copy of the proposal, marked on the outside of the envelope “Request for Qualifications – Comprehensive Planning Study” should be delivered to:

City of Springfield
Attn: City Recorder
405 North Main Street
Springfield, TN 37172

The proposals must be received (not postmarked) no later than noon central time zone on February 24, 2023.

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

III. PROJECT SCHEDULE

The following is an outline of the anticipated schedule for qualification review and contract award:

Request for Qualifications Issued	January 17, 2023
Proposal Submittal Deadline	February 24, 2023
Interviews (conducted at City’s discretion)	March 2023
Contract awarded by Board of Mayor and Aldermen	April 2023

Additional project timeline details are outlined below in Section V.

Note: The City reserves the right to modify the schedule.

IV. BACKGROUND

The City of Springfield was incorporated in 1819. Springfield is a historic, economically and racially diverse community located 30 minutes north of downtown Nashville, Tennessee. Springfield is the county seat of Robertson County, one of the largest agricultural producing counties in the State of Tennessee. The city encompasses 13.69 square miles and serves a population of approximately 18,800 residents. The city has an urban growth area of 36.61 square miles.

V. SCOPE OF WORK

1. PURPOSE AND GENERAL SCOPE OF WORK

The City of Springfield is located in central Robertson County, approximately 30 miles north of Nashville. The population has been increasing since 2000. As of 2020, the city’s population was 18,800. At approximately 13.69 square miles in size, the city is experiencing land use and transportation pressures. The city is bisected east and west by State Highway 49 and bisected north and south by US Highway 41. The city includes a diverse mix of current land uses from the Restricted Industrial to active agricultural uses. However, the size and diversity of current land uses also provides challenges in ensuring growth and development does not occur at the expense of the city’s character and natural resources. The city, has endeavored to prevent growth from overwhelming the existing community character. A major objective of this planning process is to ensure that a balanced approach to preservation and growth continues.

Presently, the city is experiencing growth pressures. In an effort to be ready for the coming growth and development, the city is seeking consultants who will analyze all relevant data, existing and future market conditions, study current and future development patterns, and transportation issues to establish goals and objectives to allow the city to develop both policy and regulatory strategies that will help the city reflect the community's vision for future growth and development while preserving and enhancing the quality of life in Springfield.

The Comprehensive Planning process will include simultaneous updates to the following documents:

- General Plan, and proposed land uses for the city and urban growth area
- Major Thoroughfare Plan

The following sets the city's general expectations for the comprehensive planning process:

Comprehensive Public Engagement, to include at a minimum: a Steering Committee, a series of public input meetings, online engagement, and other activities to help ensure the planning process is a reflection of the community. The selected planning consultant will be expected to offer a robust public engagement process that mixes both in person and virtual activities.

The city's **General Plan** functions as a comprehensive framework plan for Springfield. The public engagement process should lead to the creation of a Vision Statement for the City of Springfield that encapsulates and distills the comprehensive planning process. City staff expects the community engagement to lead and inform a set of guiding principles for the city's future growth and development. This process will result in an updated General Plan that will augment and better focus each existing plan element to ensure the plan guides future growth while assuring preservation of the city's natural environment and cultural resources. At a minimum, the guiding policies are expected to equip the Town to:

- Bolster neighborhood and city character,
- Incorporate sustainability and low impact development measures,
- Balance preservation and growth,
- Ensure economic vitality and equity, and
- Promote fiscal stability for the city.

The city's **Major Thoroughfare Plan (MTP)** functions as a comprehensive transportation policy plan for Springfield. This process will result in an updated MTP that will refresh the policies and projects from the current MTP, while providing realistic opinion of probable costs for recommended projects and a realistic framework for city project prioritization. A major emphasis of the MTP update will be the incorporation of specific and achievable multimodal elements, citywide.

2. SCOPE OF WORK TIMELINE & EXPECTATIONS

The City anticipates the planning study shall take no more than a period of twelve (12) months to complete.

At a minimum, the consultant or firm shall conduct a monthly overview of work completed to-date for the City. The method for delivery of information shall include a written report delivered electronically and reviewed either in-person or via videoconference.

VI. CONTENTS OF SUBMISSION

Submittals must include the following:

1. Basic Information. Provide the following information:
 - a. Contact person, consultant or firm name, address, phone number, fax number (if applicable), website, and email address.
 - b. Subconsultant or firm name(s) and contact information, if applicable.
 - c. Location of office(s) that will be primarily involved in completing the scope of work including the location of sub-consultant or firm and assigned areas of responsibility in completion of the scope of work.

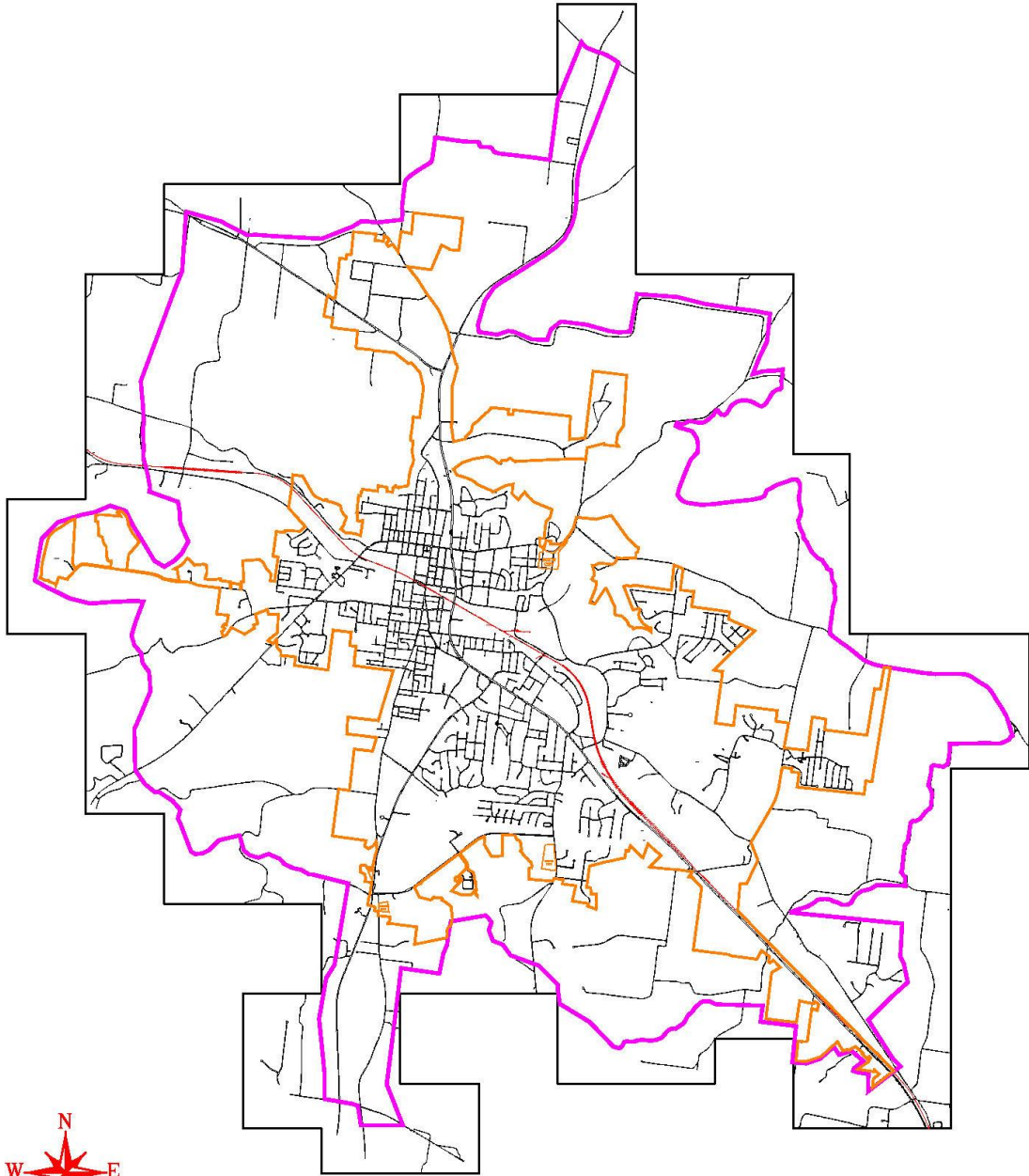
2. Firm Experience. Provide the following information:
 - a. Provide a narrative description of the firm or consultant and why it or they are best qualified to provide the desired services.
 - b. Describe the general experience and specializations of the consultant or firm.
 - c. Identify specific experience with development of a comprehensive planning study.
3. Team. If a firm employs multiple individuals who will work on this project or if the consultant intends to work collaboratively, identify the names and positions of key personnel anticipated to work on each facet of the scope of work including the primary project manager. Identify and describe tasks assigned to each team member.
4. General approach to the requested study.
5. References. Provide a list of 3 to 5 project references, including contact name, telephone number, and email address for projects of comparable size and scope performed by key personnel listed in the response. Visual representation of completed projects is welcomed and highly encouraged.

VII. SELECTION PROCESS

City staff will evaluate each submission and may select a consultant or firm to interview. Following the staff evaluation, including interviews and fee schedule negotiation, the City Manager will recommend the consultant or firm most qualified to the Board of Mayor and Alderman for official contract award.

VIII. GENERAL TERMS & CONDITIONS

The City reserves the right to modify or cancel the selection process or reschedule at any time. Additionally, the City may seek clarification or additional information from respondents. This RFQ shall not be construed as a contract or a commitment of any kind. The City shall not be held responsible for the costs incurred by anyone in the preparation or submittal of a response to this RFQ.



CITY OF SPRINGFIELD CITY LIMITS ———
URBAN GROWTH BOUNDARY ———

AREA 8,642 Ac. 13.69 SQ.MILES
AREA 23,432 Ac. 36.61 SQ.MILES

UPDATED April 19, 2022

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
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CITY OF SPRINGFIELD
URBAN GROWTH BOUNDARY



THE CITY OF SPRINGFIELD

IRAN DIVESTMENT ACT

NOTICE

Tenn. Code Ann. § 12-12-106 requires the chief procurement officer to publish, using credible information freely available to the public, a list of persons it determines engage in investment activities in Iran, as described in § 12-12-105.

For these purposes, the State intends to use the attached list of “Entities determined to be non-responsive bidders/offers pursuant to the New York State Iran Divestment Act of 2012.”

While inclusion on this list would make a person ineligible to contract with the state of Tennessee, if a person ceases its engagement in investment activities in Iran, it may be removed from the list.

If you feel as though you have been erroneously included on this list please contact the Central Procurement Office at CPO.Website@tn.gov.

List Date: August 24, 2021

Source: <https://www.ogs.ny.gov/iran-divestment-act-2012>

1. Ak Makina, Ltd.
2. Amona
3. Bank Markazi Iran (Central Bank of Iran)
4. Bank Mellat
5. Bank Melli Iran
6. Bank Saderat Iran
7. Bank Sepah
8. Bank Tejarat
9. China Precision Machinery Import- Export Corporation (CPMIEC)
10. ChinaOil (China National United Oil Corporation)
11. China National Offshore Oil Corporation (CNOOC)
12. China National Petroleum Corporation (CNPC)
13. Indian Oil Corporation
14. Kingdream PLC
15. Naftiran Intertrade Co. (NICO)
16. National Iranian Tanker Co. (NITC)
17. Oil and Natural Gas Corporation (ONGC)
18. Oil India, Ltd.
19. Persia International Bank
20. Petroleos de Venezuela (PDVSA Petróleo, SA)
21. PetroChina Co., Ltd.
22. Petronet LNG, Ltd.
23. Sameh Afzar Tajak Co. (SATCO)
24. Shandong FIN CNC Machine Co., Ltd.
25. Sinohydro Co., Ltd.
26. Sinopec Corp. (China Petroleum & Chemical Corporation)
27. SKS Ventures
28. SK Energy Co., Ltd.
29. Som Petrol AS
30. Unipet (China International United Petroleum & Chemicals Co., Ltd.)
31. Zhuhai Zhenrong Co.

IRAN DIVESTMENT ACT

“By the submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not a person included within the list created pursuant to § 12-12-106.”

Signature: _____

Date: _____

Title: _____