

City of Forest Hills

Request for Qualifications

October 19, 2023

Statement of Qualifications Due Date:

Thursday, November 9, 2023 at 3:00 pm CST

City of Forest Hills
6300 Hillsboro Pike
Nashville, TN 37215
(615) 372-8677

Request for Qualifications

1. Background and Project Description

The City of Forest Hills is seeking Statements of Qualifications (SOQ) from professional engineering firms for a Tennessee Department of Environment and Conservation Division of Water Resources American Rescue Plan Non-Collaborative Grants-State Water Infrastructure Grants Program project specifically for the development of:

- 1) Stormwater Asset Management Data Collection & Database Development
- 2) Update Stormwater Management Regulations and Stormwater Management Program
- 3) Citywide Stormwater Basin Master Plan

This project will be developed utilizing the Tennessee Asset Management Plan Guide as provided by the Department of Environment and Conservation found at: https://www.tn.gov/content/dam/tn/environment/arp/documents/arp_tn-amp-guide.pdf

2. Minimum Qualifications

Only those firms or consultant teams which meet the following minimum qualifications will be considered for selection.

- a. Licensed to practice as a Professional Engineer (other design disciplines as may be required) in the State of Tennessee
- b. Registered and authorized to do business in the State of Tennessee
- c. At least one principle or responsible member of the firm(s) shall have a minimum of ten (10) years' experience in responsible charge of the field or fields involved

3. Evaluation Criteria

City staff will review the SOQ received from each proposer. Criteria for evaluation of SOQ include:

- a. Qualifications and availability of personnel and subconsultants
- b. Project understanding and responsiveness to project description
- c. Project approach and methodology
- d. Prior relevant experience with projects of a similar size and complexity
- e. Past record of performance with the City of Forest Hills

Once the evaluations are complete, City staff will select the most qualified consultant for further contract negotiations on scope of services and price. In-person interviews may be requested by the City.

All proposals become the property of the City of Forest Hills upon submission. The cost of preparing, submitting and presenting a proposal is the sole expense of the consultant. The City of Forest Hills reserves the right to reject any and all proposals received as a result of this solicitation, to negotiate with any qualified source, to waive any formality and any technicalities or to cancel the Request for Qualifications in part or in its entirety if it is in the best interest of the City. This solicitation of proposals in no way obligates the City to award a contract.

The consultant team deemed most qualified to provide the required services will submit to the Board of Commissioners for consideration a Professional Services Agreement.

4. Submittals

The following minimum information shall be provided in the SOQ.

Project Team

- Name of firm indicating contact person for the firm including address, email and telephone information
- Key staff member resumes, with a maximum of one page per staff member
- Listing of current commitments of firm and key staff members
- Statement of/document showing a professional license to practice engineering in the State of Tennessee
- Listing of proposed subconsultants and their role in the project
- Organizational chart of project team illustrating primary role(s) in project

Methodology/Approach

- Summary of design approach/methodology utilized to complete project including strategies for public engagement and quality assurance/quality control
- Cost control approach including a listing of recent projects completed within budget and on schedule
- Critical path or milestone schedule illustrated in a Gantt-style format with brief description of critical path or milestone steps

Relevant Project Experience

- Listing of a minimum of five (5) projects of similar scope and magnitude currently underway or completed by the firm, including reference contact information

The SOQ must be received by **3:00pm CST on Thursday, November 9, 2023**. The SOQ submittal shall not exceed a total of fifteen (15) pages in double-sided format or thirty (30) pages in single-sided format excluding a cover letter that shall not exceed one (1) page, page dividers, and cover.

SOQs that do not adhere to these submittal requirements will be considered non-responsive. Proposals received after the deadline will not be accepted. **DO NOT INCLUDE PRICE INFORMATION IN YOUR STATEMENT OF QUALIFICATIONS.** Selection will be based on qualifications first.

Questions regarding the Request for Qualifications should be directed to Mark Hill, City Manager, at (615) 372-8677 or mark.hill@cityofforesthills.com. Questions will be accepted in the Vender Registry through **November 6, 2023** to ensure that all parties have adequate time to review the answers. All proposals must be submitted through the City of Forest Hills' Vender Registry under Doing Business by **3:00pm CST on Thursday, November 9, 2023.** No hard copies will be accepted.

5. Tentative Schedule

The following tentative schedule is anticipated for contract award for this project.

RFQ Issued	October 19, 2023
Questions Regarding the RFQ Due	November 6, 2023
Statement of Qualifications Due	November 9, 2023
Interviews (if required)	To be determined
Contract Approval from Board of Commissioners	November 16, 2023

The project schedule will be finalized during contract negotiations with the selected firm.

6. City Responsibilities

The City of Forest Hills will perform or provide the following for the selected firm.

- a. The City will make available digital files from the City's GIS.
- b. The City will provide digital copies of construction plans and subdivision plat instruments as the City may have on file for existing infrastructure and property boundaries within the project limits.
- c. The City will provide existing data including past studies.
- d. The City will attend meetings to be held at the City Hall. During each meeting, key elements shall be identified including progress, schedule, cost estimating, and other related considerations.

7. Equal Employment Opportunity

The City of Forest Hills, Tennessee does not discriminate administering any of its programs and activities. The consultant(s) awarded the contract for professional design services for this project will be required to assure that no person shall be denied employment or fair treatment, or in any way discriminated against on the basis of race, sex, religion, age, national origin, or disability.

8. Certifications

All firms must sign the five certification forms (Attachments A-E). Statements of Qualifications will be disqualified if any certification is left blank.

Attachment A: Iran Divestment Act Certification

https://www.tn.gov/content/dam/tn/environment/arp/documents/arp_implementation-guide_Iran-Divestment-Act-Certification.pdf

Attachment B: BYRD Anti-Lobbying Amendment Certification

https://www.tn.gov/content/dam/tn/environment/arp/documents/arp_implementation-guide_BYRD-Anti-Lobbying-Amendment-Certification.pdf

Attachment C: Non-Boycott of Israel Certification

https://www.tn.gov/content/dam/tn/environment/arp/documents/arp_implementation-guide_Non-Boycott-of-Israel-Certification.pdf

Attachment D: Debarment Certification

https://www.tn.gov/content/dam/tn/environment/arp/documents/arp_implementation-guide_Debarment-Certification.pdf

Attachment E: MWBE Certification

https://www.tn.gov/content/dam/tn/environment/arp/documents/arp_implementation-guide_MWBE-Certification.pdf