

**CITY OF GOODLETTSVILLE, TENNESSEE
REQUEST FOR QUALIFICATIONS
PROFESSIONAL ENGINEERING SERVICES – STORM WATER
RFQ 1711-0055**

Section 1. Introduction.

This is a Request for Qualifications (RFQ) for professional engineering services (Firm) to the City of Goodlettsville, Tennessee (City) to support on-going efforts to improve storm water drainage performance. Firms expressing interest should be fully capable of providing the end results requested. This is a RFQ for professional engineering services as more particularly described herein.

- a. Each Firm's experience and qualifications will be evaluated primarily as they relate to the firm's ability to provide professional services to support the hydraulic and civil design of drainage system structures contained in the City's storm water drainage system.
- b. The City will make award to a responsible Firm possessing the ability to perform successfully. Consideration will be given to such matters as firm integrity, record of past performance, and financial and technical resources. This is a qualifications-based selection of professional services whereby qualifications will be evaluated and the most qualified Firm will be selected, subject to negotiation of fair and reasonable compensation.
- c. Qualifications will be reviewed and rated by a panel of qualified City employees. The City may or may not elect to interview any of the responding Firms.
- d. The City has exclusive and sole discretion to determine the Firm whose services will be most advantageous to the City, and reserves the right to reject all Firms.
- e. The purpose of this inquiry is to determine the interest and the qualifications of Firms in providing the professional services required.
- f. Following the receipt of proposals, a certain Firm or Firms may be selected for further consideration.
- g. The Firm must comply with all applicable state, local, and federal regulations related to the services provided to the City. The City reserves the right, subject to negotiation and agreement with the selected Firm, to either expand or limit the scope of services as needed.
- h. The selected Firm will be required to have sufficient personnel to complete the tasks required by this scope of services. The selected Firm will complete the required tasks in a timely and efficient manner. The selected Firm will be expected to enter into an agreement for services based upon negotiation of fair and reasonable compensation.

The City established a Storm Water Utility in 2013. Current storm water fees generate capital improvement funds in the range of \$800,000 per year. Projects are implemented on a 5 year capital improvements plan and are prioritized to meet the most urgent needs for drainage improvements at the pace of generated funding. The City recognizes that professional services are needed to support the design, rehabilitation and maintenance of the storm water drainage system within its corporate limits and requests assistance with professional services.

Tasks that may be requested of the selected firm include the following.

- Hydraulic design and evaluation.
- Basin drainage study and master plan preparation.
- Culvert and bridge design.

City of Goodlettsville – RFQ Professional Engineering Services – Storm Water

- Water quality evaluation and design.
- Detention and retention pond design.
- Bank stabilization design.
- MS4 permit maintenance and upgrade assistance.
- Survey of existing and as built conditions.
- Preparation of contract documents including plans and specifications for new and replacement drainage structures.
- Services to assist the City in the bidding phase.
- Construction administration phase services.
- Resident project representative phase services.
- Environmental permitting assistance.
- Other technical engineering services as needed.

This RFQ is for providing services during the fiscal year 2017-2018 (July 1, 2017 to June 30, 2018). The City may renew services for the selected firm, at their sole discretion, annually for a term of up to 5 years.

The City of Goodlettsville 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. Contact the City Manager at (615) 851-2200 with questions, concerns, complaints and with requests for ADA accommodations.

Section 2. SOQ Requirements

The contact person for questions before the submission of SOQs is:

Mr. Greg Edrington
City Engineer
105 South Main Street
Goodlettsville, TN 37072
(615) 859-3461

All SOQs should be submitted on bound 8 ½" x 11" paper. Each SOQ shall provide a straightforward, concise delineation of the firm's capabilities to satisfy the requirements of this RFQ. Provide five (5) bound copies to:

The City Of Goodlettsville
Attention: Charlie Ballard, Purchasing Director
105 South Main Street
Goodlettsville, TN 37072

The SOQ must contain a cover letter, signed by a principal in the firm, indicating his or her title, stating that he or she has authority to submit the proposal on behalf of the firm. The cover letter should contain the following statement: "The undersigned has the authority to submit this SOQ on behalf of Firm Name in response to the Request for Qualifications, dated 11/8/2017 by the City of Goodlettsville."

Explanations desired by a Firm shall be requested from the City in writing and if explanations are necessary, a reply shall be made in the form of an Addendum, a copy of which will be forwarded by email to each Firm expressing interest. Every request for such explanation shall be in writing.

City of Goodlettsville – RFQ Professional Engineering Services – Storm Water

Any verbal statements regarding same by any person prior to the award shall be considered not authoritative and not binding.

The last date any questions will be considered is by 4:00 p.m. local time on Monday, November 20, 2017. Any supplemental instructions will be in the form of written Addenda.

Sealed SOQs must be delivered to the office listed above no later than 2:00 p.m. local time on Thursday, November 30, 2017. Late SOQs will be rejected. The envelope containing the SOQ must be sealed and plainly marked "Statement of Qualifications for Professional Engineering Services – Storm Water, Attention: Mr. Charlie Ballard, Purchasing Director."

Proposal Evaluation and Selection

SOQs will be evaluated according to evaluation criteria listed below. The selected Firm and the City will enter into contract negotiations and, if contract negotiations are successful, the Office of the City Administrator will recommend that the City enter into an agreement for professional services with the selected Firm. If a contract is not negotiated within a reasonable time period, the City reserves the right to terminate the negotiation process and select one of the other finalists, issue a new RFQ, or take other actions as necessary.

Discretion of the City

There is no guarantee that a contract award will be made pursuant to this RFQ. This RFQ may be modified or amended at any time and for any reason, at the discretion of the City. The City reserves the right to reject any or all SOQs, and the City reserves the right:

- a. to negotiate changes of any nature with any firm proposing to the work with respect to any term, condition, or provision in this document and/or in any SOQ, whether or not something is stated to be mandatory and whether or not it is said that a SOQ will be rejected if certain information or documentation is not submitted with it, and
- b. to enter into an agreement for the work described herein with any Firm or Firms that it sees fit to contract with, whether or not that Firm or Firms submitted a response to this RFQ. The ultimate contract between the City and any Firm will be a professional services contract pursuant to applicable Tennessee law. All deadlines are for the administrative convenience or needs of the City and may be waived by the City in its discretion. The City at its discretion may waive minor irregularities and deficiencies in any SOQ.

Format of SOQ

The SOQ must provide the following information and be in the format listed below.

- a. Project Approach / Project Plan: Utilizing information gathered from the RFQ, the SOQ should include a statement of understanding regarding the scope of work and any assumptions made. The SOQ should effectively describe the firm's approach to this project.
- b. Firm Qualifications and References: Any Firm submitting for this project should have previously completed similar projects within the last three (3) years and must provide documentation. The firm should include a list of similar projects and must include references and contact information for each. This section must also include any sub-consultants that will be utilized along with their qualifications.

City of Goodlettsville – RFQ Professional Engineering Services – Storm Water

- c. Project Team: List and state the names and qualifications of the individuals who will have responsibility for this project, including sub-consultants.
- d. Project Management: Discuss your firm's approach/method of project & budget management.

Evaluation Criteria

A review committee will evaluate SOQs submitted in response to this RFQ. Each respondent will be judged on the following:

- a. General SOQ and project approach
- b. Firm qualifications and project team
- c. Past record of performance on similar projects
- d. Familiarity with the City's storm water drainage system
- e. Firm's approach/method of project management
- f. Experience working with cities of similar size and MS4 permit requirements.

The evaluation criteria are intended to be used as a tool in the recommendation to the City Board of Commissioners for awarding a contract.