



**REQUEST FOR QUALIFICATIONS (RFQ)
FOR STORMWATER MANAGEMENT POLICIES AND PROCEDURES MANUAL UPDATE**

The City of Lebanon, Tennessee (City), invites interested and qualified consulting firms to submit a qualifications-based proposal responsive to the issues and requirements outlined in this Request for Qualifications (RFQ) to provide an updated Stormwater Management Policies and Procedures Manual. The existing manual, developed in November 2012, can be found at the following link:

<https://www.lebanontn.org/DocumentCenter/View/3519/Stormwater-Management-Policies-and-Procedures-Manual-2012>. The City of Lebanon seeks to enhance its stormwater management regulations to better protect residents and infrastructure.

The City seeks to retain a consultant team comprised of a firm with demonstrated prior experience and qualifications in stormwater management, planning, and regulatory compliance.

Qualifications packages shall include the following:

- Brief history of the firm, including areas of team expertise and technical capabilities.
- Descriptions of relevant previous projects that key project staff have played a central role in developing.
- General project approach.
- Names and qualifications of specific project staff that will play the primary role(s) in this project. Name of project manager must be included.
- No more than five (5) references for similar projects. References must include the current contact name and phone number.
- No more than three (3) sample products from similar previous projects.
- Additional information that will assist the City in considering the evaluation criteria outlined below.
- Electronically submitted qualifications packages can be sent to mattie.neely@lebanontn.org with the subject line labeled "RFQ – Stormwater Management Manual Consulting Services"
- For paper submittals, three (3) copies and one (1) digital of the qualifications package must be submitted to the following address:

RFQ – Stormwater Management Manual Consulting Services
Mattie Neely, Engineering Director of Development

City of Lebanon
200 North Castle Heights Ave.
Lebanon, TN 37087

by **Thursday, November 6, 2025, at 2:00 p.m.** Central Standard Time (CST).

Respondents are directed to draft their proposals in such a manner as to purposely present prior similar project information and descriptions as the lead discussion and presentation in their proposals, and to provide current contact information for the governmental agency responsible for the project's administration and management. **Of particular interest for the City is prior experience in evaluating and updating stormwater management regulations and manuals.** Respondents are advised that such project references may be contacted, and that such contacts may be broadened beyond those named, based upon information provided from these contacted references or other listed example projects.

In describing each project reference, each respondent shall clearly, completely and accurately describe their specific roles and responsibilities for that project. Respondents are further encouraged to add or address information as to what or how their role or involvement in the referenced example projects benefited the success of the project, in terms of planning, design, operations, etc. As indicated by the selection criteria contained in this RFQ, great weight will be given by the City for experience and benefits provided by the respondents for similar projects.

Selection and award of the Professional Services Agreement (PSA) by the City will be made on the basis of the criteria as outlined below:

1. Qualifications and previous related work of key project personnel, particularly with regard to working with municipalities of similar size, government structure, complexity and issues (20 points).
2. Qualifications and previous related work of firm, particularly with regard to working with municipalities of similar size, government structure, complexity and issues, and including firm's experience in technical areas required to successfully complete all comprehensive plan elements (20 points).
3. Understanding of project goals, and local issues and needs, particularly as expressed in their approach to the project (20 points).
4. The demonstrated ability of key project personnel to organize and lead effective, productive public meetings and in-house project meetings (15 points).
5. Quality of sample materials and qualifications package submitted (15 points).
6. Responsiveness to submission requirements (10 points).

The City may take any of the following actions after reviewing the submitted materials:

1. Contact respondents and request additional materials or supporting information.
2. Contact respondents for an in-person interview.

3. Prepare a Request for Proposals (RFP) to be sent to one (1) or more of the respondents.
4. Enter into direct negotiation with a respondent.
5. Re-advertise and/or reissue the original RFQ or an amended RFQ.
6. Determine that responses received are inadequate and/or that the services sought are no longer necessary or desired.

This RFQ does not commit the City to enter into a contract, nor does it obligate the City to pay for any costs incurred in the preparation and submission of proposals or in anticipation of a contract. The City reserves the right to reject any and/or all qualifications packages submitted, to waive technical or legal deficiencies, and to accept any qualifications packages that it may deem to be in the best interest of the City. By submitting a qualifications package, the consultant hereby authorizes the City to contact references and make such further investigations as may be in the best interest of the City.

Additional information regarding the RFQ should be emailed to Mattie Neely, Engineering Director of Development, at mattie.neely@lebanontn.org.

A **virtual** pre-proposal conference is scheduled for **11 a.m. on Friday, October 24, 2025**. All interested consultants are urged to attend. Please email mattie.neely@lebanontn.org or brian.chomicki@lebanontn.org for a Microsoft Teams link to the pre-proposal conference.

The City of Lebanon is an equal opportunity entity and does not discriminate on the basis of age, race, sex, national origin, religion or disability in admission to, access to, or operations of its programs, services, activities, or in its awarding of such bids in pursuant to Title VI of the Civil Rights Act of 1964.