



CITY OF TULLAHOMA REQUEST FOR PROPOSALS

Request for Proposals for Community-Wide Comprehensive Development Plan

Proposals to be received by 3:00 pm Central Standard Time

May 5, 2017

Submit Proposals to:

City of Tullahoma

Attn: Purchasing Officer

201 West Grundy St.

P.O. BOX 807

Tullahoma, TN 37388

(931) 455-2648

1.1. Purpose

The City is soliciting proposals for the preparation of a community wide comprehensive development plan. The area to be considered in this comprehensive development plan shall include the area located within the City's urban growth boundary. The attached map identifies the City's urban growth boundary and current corporate boundary. The comprehensive development plan is intended to be the principal guide for community and governmental decision making regarding land use, zoning, transportation planning, utility capacity and construction, economic development, traffic management, recreation, capital budgeting, provision of municipal services and facilities, housing, and community engagement.

Tullahoma's community-wide comprehensive development plan was last revised in 2009 and has become outdated, in dealing with the current issues related to a growing community.

The City is seeking an innovative plan with an out-of-the-box approach to the comprehensive development planning process. It is the City's desire that there be significant and meaningful community participation in preparation of the plan and that the consulting team includes substantial opportunities for citizen participation in the planning process.

Consultants are permitted to submit proposals that provide full in-house professional services or submit proposals using a team approach wherein a lead consultant will use select services provided by other firms. A consultant's proposal must reflect the ability to provide a full range of expertise in all areas including but not limited to land use planning and zoning; demographics; economic analysis; transportation planning; civil, environmental, and traffic engineering; utility planning; urban design; city agriculture; community development; and, landscape architecture. Additionally, proposals must identify experience with public outreach, facilitation of public meetings, and public relations and media campaigns.

1.2. Project Background Information

The City of Tullahoma is the largest city in Coffee County, TN. Located in the south central area of the state, Tullahoma is approximately 74 miles southeast of Nashville, 58 miles northeast of Huntsville, AL, and 77 miles northwest of Chattanooga; is in this area's growing automotive corridor.

The City's corporate boundary encompasses approximately 23.49 square miles in Coffee and Franklin counties. The July 1, 2010 census certified the population at 18,655, an increase of 3.7% from the City's census of 2000. The City is part of the Tullahoma-Manchester, TN Micropolitan Statistical Area which includes three counties and a population of 100,210 (2010).

A one-time work camp along the new Nashville and Chattanooga Railroad in 1852, Tullahoma has a long and varied history. Originally an agricultural community and rail center, Tullahoma diversified economically, with industry, manufacturing, and education contributing significantly. The role as a regional economic center for south-central Middle Tennessee continues to present day.

1.3. Community Engagement

The City of Tullahoma considers itself to be a progressive, diverse, and forward-thinking community and desires formulation of a comprehensive development plan that will be inspirational for the community. As part of the plan process, the City desires to place a major emphasis on community engagement. The Tullahoma Board of Mayor & Aldermen has determined that the City must ensure it continually creates a better quality of life for the community. In order to implement that vision the Board of Mayor & Aldermen has identified four core service values: to create safe and livable neighborhoods; to provide the citizens with a City that has a strong and sustainable economic and financial health; to provide all citizens, residents, and visitors alike excellent and affordable services with a focus on customer service; and, to engage the community through various mediums. The Board of Mayor & Aldermen considers the Comprehensive development plan Update a foremost opportunity to engage the public and involve them in formulating a plan that truly belongs to the community and implements these values.

The City is seeking a consultant team that will engage the public through various media, including presentations, public hearings, social media, the internet, and workshops throughout the project. This community engagement process should be empowering for the public, engaging people in the process, and maintaining their continued participation. The consultant should embolden the community to think beyond the status quo, fostering an environment of cooperation in working together for Tullahoma's future. The methods of public outreach and involvement should be advanced and inventive in manners that encourage residents to connect within the community to bring value to the plan.

1.4. Scope of Work

The selected consultant will identify and assess local conditions and needs, analyze demographic implications, identify areas for potential growth or improvement, and formulate strategies necessary to foster the successful implementation of the plan.

The two (2) primary objectives of the comprehensive development plan: (1) to provide a plan for the community that examines the challenges faced by the community and provides strategies for overcoming those problems; and, (2) appropriately addresses the relationship between land use and ground and air transportation. The plan should inspire, guide, and direct the growth of the community while being sensitive to existing residents and development.

The plan should provide clear and defined guidance to the development community and serve as a framework for the development of future land use policy. The plan should assist in the continued maintenance of collaborative and considerate relationships with Tullahoma's surrounding neighbors, including Coffee, Franklin, and Bedford Counties, the Town of Estill Springs, the Town of Decherd, the City of Winchester, and the Metropolitan Government of Moore County. The plan should examine the city's urban growth boundary and the Growth Plans of Coffee County and Franklin County for appropriate amendments. It is important to the city that its comprehensive development plan be respectful of the adopted comprehensive development plans for Coffee County and Franklin County.

The comprehensive development plan should include a vision statement for the city and provide policy statements, goals, objectives, guidelines, maps, and graphics that will serve as a working framework for the development of future land use, transportation, and public policy

The comprehensive development plan should provide clear and predictable guidance to citizens, stakeholders, developers, and the city's governing body and Staff. It should maintain collaborative and respectful relationships with the community and surrounding neighbors and establish policies and priorities for coordinated development/redevelopment and potential infrastructure improvement and expansion.

Required Tasks: The scope of work will include, but will not be limited to, the following tasks:

1. Project Reconnaissance:

- a. Meet with city staff to review the scope of work and existing information available.
- b. Conduct community visits and inventory physical conditions.
- c. Review previously completed planning documents for various city departments.
- d. Prepare an existing conditions report to submit to the Board of Mayor and Aldermen, City Administrator, Planning & Codes Director, and the Planning Commission.

2. Project Management:

- a. The Consultant shall select a Project Manager who will serve as the primary point of contact for the duration of the project.
- b. The Consultant shall prepare a project management plan.
- c. The Consultant shall prepare and submit monthly progress reports, invoices, and billings.
- d. The Consultant shall establish and maintain a project schedule with key milestones. The Consultant shall organize and coordinate meetings for review and provide status updates of various elements of the overall project.

3. Project Initiation:

- a. Participate in work sessions with elected officials, appointed officials, the public and city staff.
- b. Familiarize the above-referenced groups in 3.a. with key issues.
- c. Establish areas of focus in relation to the plan.
- d. Refine prospective goals and objectives for both technical analysis and public involvement components.

4. Public Involvement: Develop a public engagement process that outlines methods to engage the public, encourage active participation, and foster an environment for idea-sharing. It is imperative that the consultant develop a public engagement process that can engage all segments of the community.

- a. The consultant shall prepare a public involvement/engagement and public relations campaign and present this plan to the city for approval. The campaign must meet the community engagement goals and vision described above, and the campaign shall include an extensive interactive visioning session to obtain input from all sectors of the public. A social media component must be included.
- b. The consultant must be prepared to present workshops for citizens, property owners, and stakeholders; conduct workshops and visioning sessions with the public, the Planning Commission and the Board of Mayor and Aldermen; and, present formally to the Planning

Commission and Board of Mayor and Aldermen for public hearings, input, and plan consideration/ adoption.

5. **Data Development and Analysis:** The consultant shall prepare population, economic studies of the community and prepare estimates, projections, and forecasts for five, ten, twenty and thirty year planning horizons.
6. **Capital Facilities Analysis:** The consultant shall prepare an analysis of existing public facilities to determine deficiencies and make recommendations for public improvements that will accommodate projected growth and development.
7. **Implementation and Strategies:** The consultant shall prepare priorities, goals, and objectives and make recommendations for policies and strategies for plan implementation. The consultant should provide an analysis of potential funding mechanisms that can be utilized toward the investment of public and economic improvements.
8. **Final Report:** The consultant shall prepare a draft final report(s) complete with results, analyses, conclusions and recommendations for approval by the city. Preparation and publication of the final report, the comprehensive development plan, shall be presented to the Planning Commission and the Board of Mayor and Aldermen for adoption.

Plan Elements: The comprehensive development plan shall, at a minimum, contain an Introduction, Executive Summary, and eleven (11) plan elements: History and Population; Economy and Economic Development; Land Use; Transportation; Housing; Utilities; Community Facilities and Services; Urban Design; Historic Preservation and Cultural Resources; Natural Resources and the Environment; and Intergovernmental Cooperation. (Note: The following outline is intended to provide information about expected content for the purpose of formulating a proposal. Consultants are encouraged to present additional information and different document organization.)

Introduction and Executive Summary – The comprehensive development plan shall include an introduction section in which general information about the organization of the plan and its purpose, role, and function is discussed. An overview of the planning process including the nature of public involvement is to be provided in this section. The executive summary shall include a brief overview of the comprehensive development plan including key elements and conclusions.

Population and History – A brief history of the community shall be included and many of the city's residents do not understand its significant history and how that has influenced growth and development. Tullahoma's role in the region as part of the Tullahoma-Manchester Micropolitan Statistical Area shall be analyzed with recommendations on how that role should be shaped in the future. The comprehensive development plan shall include estimates, projections, and forecasts to determine future public facilities necessary to maintain adequate service levels. Projections shall be provided up to the year 2050 with milestones for years five, ten, twenty, and thirty years. The comprehensive development plan must examine the demographic estimates and projections, including base year 2010 data regarding death/birth rates, employment, income, education, and tax base.

Economy and Economic Development – As part of the existing conditions analysis, the city is seeking a review of market conditions and economic forecasts in coordination with the Tullahoma Area Economic Development Corporation. The comprehensive development plan shall conduct an analysis of local economic factors that may influence growth and development and the consultant shall create a market

overview identifying existing or emerging opportunities for the City of Tullahoma. The comprehensive development plan should identify opportunities for the city to attract quality jobs to the area. Additionally, the comprehensive development plan shall address Tullahoma's commercial, office and industrial development market factors and identify existing and potential employment areas. The city is looking to expand its economic opportunities and diversity of its economy and will be looking for recommendations at potential development areas as part of the comprehensive development plan. The comprehensive development plan should look at how Tullahoma can promote opportunities for hospitality, tournaments, and conferences/tourism.

Land Use – The consultant shall review and analyze local conditions, the existing comprehensive development plan, and plans developed and utilized by the City of Tullahoma. The comprehensive development plan should include a land use map as well as policies and recommendations pertaining to land use. The comprehensive development plan should prepare a land use capacity analysis that will help direct growth and redevelopment within the city. The plan should review the city's urban growth boundary (UGB) areas for potential annexation, future development, and potential amendments that should be made within the UGB areas. The plan should examine zoning and potential impediments to future growth and development that may require zoning ordinance amendments. The comprehensive development plan should include a thorough understanding of the interrelationship of local patterns and the identification of means to mitigate negative impacts of potentially incompatible land uses.

Transportation – The transportation component of the comprehensive development plan shall be expanded to recognize and evaluate local and regional existing public transportation; pedestrian and bicycle policies, plans, and programs; and provide recommendations for improvements, expansions etc. as to these alternative transportation modes. These recommendations shall devise strategies that will enhance local mobility choices in relationship to land use. The comprehensive development plan should take into consideration the policies and objectives adopted under the Tullahoma Comprehensive Transportation Plan and the Area Rural Planning Organization (RPO) Regional Transportation Plan. This plan should also take into account work accomplished to-date through the RPO's ongoing Southeast Area Transportation and Land Use study. While the regional plan should provide a general framework for modeling and land use purposes, the comprehensive development plan should recognize a more localized perspective in crafting transportation planning and land use recommendations. Modeling functions should take into account not only the regional transportation system or network but be refined to account for local roadway and other transportation related needs and initiatives. This component of the comprehensive development plan should also include transportation policy suggestions and land use must be integrated and interrelated to be consistent with any transportation policies and recommendations presented. The Tullahoma Municipal Airport Plan should be reviewed for consistency with the comprehensive development plan. The plan shall have a 2017 base year and a 2040 horizon year consistent with the other components of the overall comprehensive development plan.

Housing – The comprehensive development plan shall include strategies for housing that are broad and inclusive to ensure sufficient quantity and quality of local housing for all incomes with special emphasis on affordable housing. An assessment of the current housing market and long-term projections for new development, homelessness, and low-income housing inventory should be performed. The need for executive housing and affordable housing must be examined, and previously completed plans for fair housing shall be reviewed and incorporated into the comprehensive development plan. The consultant

shall identify mechanisms to address neighborhood preservation and redevelopment, infill development, the current housing stock available, including neighborhoods, and areas of the community with opportunities for redevelopment.

Utilities – The Tullahoma Utilities Authority provides electric, water and sewer services within the city's corporate boundary. The consultant shall prepare their recommendations for the comprehensive development plan understanding the utilities authority's water and sewer infrastructure capacity and the demands that various land uses will place on the utility systems. Tullahoma Utilities Authority's existing plans shall be reviewed and incorporated into the comprehensive development plan. Conflicts between the existing plans and the comprehensive development plan shall be identified. In addition, the comprehensive development plan shall examine the extension of sewer for growth (as well as capacity), and provide a recommendation concerning the need for density of development relative to utility capacity.

Community Facilities and Services – The comprehensive development plan should include an inventory and assessment of city assets that will support the city's growth and development. The city envisions this assessment as including, but not being limited to a review for public safety needs, solid waste disposal, public buildings, educational facilities, libraries, community centers, parks, open space and greenways, and recreational facilities. Conflicts among needs shall be identified and public space and facilities needs prioritized. The city recognizes that the location and design of public facilities have a significant impact on the neighborhoods in which they are located. When considering new municipal facilities, it is appropriate that the comprehensive development plan identify how the city might meet its future space and facility needs.

Urban Design - Good design ensures attractive, usable, durable, and adaptable places. The Urban Design element should guide the public and private development to create and build upon a Tullahoma that is diverse, progressive, people and community oriented, aesthetically appealing, and functional as the Coffee County's largest city. The comprehensive development plan should provide a framework of areas appropriate for the application of urban design elements, possibly including the gateway, major corridors, and downtown.

Historic Preservation and Cultural Resources – The comprehensive development plan shall identify significant historic resources throughout the city. In addition, the Historic Preservation and Cultural Resources element shall identify important local cultural and historic resources and establish goals, policies, and actions for the protection and preservation of those resources. By identifying historic areas and cultural resources for preservation, the city anticipates the comprehensive development plan will encourage appreciation for the city's history and culture, maintain the character and identity of the community, and contribute to the city's economic vitality through historic preservation.

Natural Resources and the Environment – The Natural Resources and Environment element shall include information on the Tullahoma Beautification Plan, open space, storm-water management, watersheds, drainage, floodplain management, and natural resources. The comprehensive development plan should identify goals and policies that seek a balance between the built environment and the protection and preservation of the city's natural resources and the environment.

Intergovernmental Cooperation – Some issues are area-wide and regional in nature and require cooperation between jurisdictions. The plan shall reflect that Tullahoma is part of an economically

interconnected region as part of the Tullahoma-Manchester Micropolitan Statistical Area that shares infrastructure and resources. This plan element shall address how regional plans and the comprehensive development plans of Coffee County and Franklin County impact Tullahoma and how Tullahoma's plan will impact regional plans and those of adjacent communities (i.e. Estill Springs, TN, Decherd, TN, Coffee County, TN and Franklin County, TN).

1.5 Project Timetable

The proposer's submittal shall include detailed project task and components and associated task timelines that would serve to allow evaluation by the city of the proposer's assessment of the Project task and time estimated to complete said task.

1.5 City Staff Expectations

The proposer's submittal shall include what expectations for information they expect to receive from the city staff to support the initiation, research, and development phases of the project

2. INSTRUCTIONS AND CONDITIONS

2.1. Submission to City of Tullahoma

The city is seeking proposals for the provision of professional services set forth in the proposal requirements. Proposals must be received by the Purchasing Officer at City Hall, 201 West Grundy Street, Tullahoma, Tennessee 37388, no later than 3:00 p.m. local time on May 5, 2017. Late proposals will not be considered and will be returned unopened.

2.2. Deadline and Late Responses

No proposal received after the deadline date and time will be accepted. Proposals postmarked on the deadline date but received by the Purchasing Officer after the specified time will be considered late and will be returned unopened. The city shall not be responsible for proposals that are mailed or sent via private delivery services. The city will not accept proposals submitted by fax or electronic mail.

2.3. Organization of Proposal and Completeness

The proposer shall submit an original plus ten (10) copies of the proposal to the Purchasing Officer at the address set forth in 2.1 above. In addition, each proposal shall submit at least one electronic copy. All proposals must be sealed and the envelope or container clearly marked with the proposer's name and the words "Comprehensive Development Plan". Failure to provide this information on the envelope or container may result in the proposal not being considered. Proposers must allow sufficient time to ensure receipt of the proposal. It shall be the sole responsibility of the proposer to have the proposal delivered to the city before the proposal deadline.

Each proposal shall be organized in the order and manner as outlined in Section 3 of this Request for Proposal. Any negative, incomplete or outright failure to respond to questions, inquiries or required information will permit the city to reject or refuse to consider the proposal.

All proposals shall be typewritten. Erasures, white-outs, type-overs, and other modifications should be initialed. Proposers are cautioned to verify their proposal prior to submission.

2.4. Proposal Interpretation-Communication with the City of Tullahoma

The City of Tullahoma has designated Lee Lawson, AICP, Planning & Codes Director, to be responsible for coordinating communications between the city and the firm(s) submitting proposals. If additional information is required in order to make an interpretation of items in this RFP, written questions (including faxes or e-mails) will be accepted until ten (10) days prior to the proposal submittal date. The city will attempt to respond promptly but will nonetheless provide written answers to questions within seven (7) days prior to the proposal deadline, and all answers will be posted on the afore-mentioned website. All questions regarding the RFP should be addressed to:

Lee Lawson, AICP
Tullahoma Planning & Codes Dept.
P.O. Box 807
Tullahoma, TN 37388
Telephone: (931) 455-2282
Fax: (931) 454-1765

The city specifically requests that no contact concerning this RFP be made with any other city personnel or official, except the above-referenced, until the selection process has been completed. Failure to honor this requirement will be viewed negatively in the selection process and may result in the disqualification of a proposal.

2.5. Cost and Contracting

The City of Tullahoma budgeted for the project in FY 2016-2017. The pricing and rate schedule shall be negotiated separately by the City of Tullahoma and the highest ranked firm. If a fair price for services cannot be reached with the first choice, then the City of Tullahoma will go to the next choice for fee negotiations. The proposer shall provide a written statement indicating the firm's willingness to accept a city-written contract and must not construe this against the city. The city may also be willing to accept the proposer's standard contract, so long as it is deemed acceptable by the city. This will be part of the contract negotiations upon selection of a successful consultant.

2.6. Subcontracting

If any part of the work is, or is intended to be subcontracted, the proposer shall provide within the proposal submittal a list of the subcontracting firm(s) participating in the comprehensive development plan and their respective roles. All subcontractors will be subject to approval by the city. The successful proposer shall furnish the corporate or company name and the names of the officers or principals of said companies proposed as subcontractors by the proposer.

2.7. Proposal Modification

Proposals may be modified, withdrawn, and/or resubmitted in writing to the city prior to the deadline for proposal submission. After this deadline, no resubmissions may be made for any reason.

2.8. Pricing Effective for Duration of Project

As described in Section 2.5 above, the city pricing and rate schedule is not required with the proposal. The actual cost for services are not to be included in the initial response and submission to this RFP but will be negotiated in accordance with Section 2.5 of this RFP. However, the city expects that the successful consultant shall provide their proposed cost for services rendered which shall include labor, travel, supplies, copies, mapping, surveys, and all other costs that may be incurred for the delivery of services requested as part of the price and contract negotiation. Pricing shall be effective for the duration of the project and no additional compensation shall be payable based on proposer's future labor rates, overhead or other fixed or variable consultant cost. Submittal of a proposal implies consent to the terms set forth in this RFP.

2.9. Approval Required

No award or acquisition can be made until a contract is approved by the Board of Mayor & Aldermen. The city will not be obligated to proposers for services until the completion of a signed contract approved by authorized officials of the city. This solicitation in no manner obligates the city to the eventual rental, lease, or purchase of any equipment or services described, implied, or which may be proposed, until confirmed by a written contract. Progress towards this end is solely at the discretion of the city and may be terminated at any time prior to the signing of a contract.

2.10. Cost of Response

The city will not be liable for any costs incurred by the proposers in preparing a response to this solicitation. Proposers shall submit responses at their own risk and expense. The city makes no guarantee that any equipment or services will be purchased as a result of the solicitation and reserves the right to reject any and all responses. All responses and their accompanying documentation will become the record of the city.

2.11. Statutory Disqualification

By submitting a response, it is represented that neither it nor any of its officers, directors, shareholders, member, or partners has been convicted or plead guilty or nolo contender to any violation of the Sherman Anti-Trust Act, mail fraud, or other state or federal criminal violation in connection with a contract let by the City of Tullahoma or any political subdivision of the State of Tennessee

2.12. Contractor's Employment Practices

Proposer, by submission of a proposal, affirms that by its employment policy, standards and practices, it does not subscribe to any personnel policy which permits or allows for the promotion, demotion, employment, dismissal or laying off of any individual due to the individual's race, creed, color, national origin, age or sex and it is not in violation of and will not violate any applicable laws concerning the employment of individuals with disabilities.

2.13. City's Employment Practices

It is the policy of the city not to discriminate on the basis of age, race, sex, color, national origin, or disability in its hiring and employment practices, or in admission to, access to, or operation of its programs, services, and activities. With regard to all aspects of this contract, proposer certifies and warrants it will comply with this policy, including its Title VI policy.

2.14. Conflict of Interest

By submitting a response, it is represented that no officer, committee member, or director of the city or other persons whose duty is to vote for, let out, overlook, or in any manner supervise any work on any contract for the city has a "direct interest", as defined by T.C.A. §12-4-101, in the proposer or in the work which is subject to this RFP.

2.15. Ethical Standards

Proposer understands that it shall be a breach of ethical standards for any person to offer, give or agree to give any employee or former employee, or for any employee or former employee to solicit, demand, accept or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy or other particular matter, pertaining to any program requirement of a contract or subcontract or to any solicitation or bid therefore.

2.16. Breach of Ethical Standards

A breach of ethical standards could result in civil and/or criminal sanctions and/or debarment or suspension from being a contractor or subcontractor under city contracts.

2.17. Payments

The remuneration to the consultant by the city for services performed under a resultant contract will be negotiated as part of the contract. Payments under the contract shall be made upon submittal of an invoice after performance of the portion of the services which each payment represents. The final payment shall not be made until after the performance is complete.

2.18. Contract Term

The term of this contract shall be determined at time of proposal award. It is expected the project should be completed within nine (9) months from the time the Notice to Proceed is issued.

2.19. Codes & Regulation

All services and/or equipment must comply with city, county, state, and federal laws, rules, codes and regulations, including Title VI. The consultant shall obtain and pay for all permits, if any, necessary to complete the work.

2.20. Insurance

During the performance of the services, the consultant, as well as any subcontractors, shall maintain the following minimum insurance:

- a. General Liability Insurance with a combined single limit of \$1,000,000 per occurrence and \$2,000,000 annual aggregate.
- b. Automobile Liability Insurance with a combined single limit of \$1,000,000 for each person and \$1,000,000 for each accident.
- c. Workers Compensation Insurance Coverage A in accordance with statutory requirements and Coverage B, Employer's Liability Insurance, with a limit of \$500,000 for each occurrence.
- d. Professional Errors and Omissions Insurance with a limit of \$1,000,000 annual aggregate.

As stated above, all insurance coverage standards shall also apply to any subcontractors selected by the consultant. The consultant selected shall, upon execution of the contract, furnish the city certificates of insurance and copies of endorsements (blanket or specific) documenting that the city is named as an additional insured on the General Liability Insurance and the Automobile Liability Insurance policies in a form(s) as is agreeable to the city, which shall include a provision that such insurance shall be canceled without at least 30 days' written notice to the city.

3. PROPOSAL AND SUBMISSION REQUIREMENTS

To achieve a uniform review process and obtain the maximum degree of comparability, it is required that the proposal be organized in the manner specified below and contain all specified information.

All proposals shall contain the following information and adhere to the prescribed format. All proposals shall be bound with all required information listed in this section. Each individual section shall be separated by tabs numbered in accordance with the required sections below. Proposals that do not adhere to the requirements of this section may not be considered. All submittals must be limited to 75 pages, excluding individual resumes and past project samples.

3.1. Title Page

Show the name of proposing firm(s), address, telephone number(s), name of contact person and title, and date

3.2. Table of Contents

Clearly identify materials by section and page number.

3.3. Letter of Intent

Briefly state your understanding of the services to be performed and make a positive commitment to provide the services as specified. Give the name(s) of the person(s) who are authorized to make representations for your firm, their titles, address, and telephone numbers. The letter must be signed by a corporate officer or other individual who has the authority to bind the firm and the capacity to negotiate on behalf of the firm. The letter of intent shall respond to the Scope of Work and the contents of the

Request for Proposals reflecting a clear understanding of the project. It shall also indicate the firm's willingness to accept the city's fee approach of negotiating a price upon selection of the consultant.

3.4. Proposer Information & Experience

The proposal shall include general information about the consultant, a history of the consultant's firm, and shall include the consultant's related experiences with the type of project that is the basis of this RFP. A consultant may join with other firms to strengthen their proposal. In this case, information on all firms represented must be shown, however only one firm will be recognized as the consultant or lead firm for contractual purposes and accountability. The consultant or lead firm shall demonstrate that it has past experience in performance of projects in similar size, scope and complexity.

Comparable work, specific to comprehensive development plans, within the last five (5) years of similar projects must be listed by both the lead firm and sub-consultant firms. Related work in excess of ten (10) years shall not be included. The examples of listed work should be similar to the work identified by the city in terms of scope and function that is the basis of this RFP.

The proposal shall identify any projects the consultant or its team members have completed for the City of Tullahoma.

The proposal shall include an organizational chart of the proposed team and a written description of their individual specific role(s) in the Project. The team shall identify a project manager.

Samples of previous projects may be submitted, including links to on-line versions, to avoid necessary printing. However, no more than three (3) samples shall be submitted for review.

3.5. References

Contact information shall be provided for the projects listed and experience identified in Section 3.4, including name, title, address and telephone number for the representative of the organizations or firm for which purported similar duties were performed.

3.6. Equal Employment & Affirmative Action

The proposal must contain information relative to the consultant's policy on equal employment opportunities. The successful consultant will ultimately be required to contractually secure these and other typically required assurances with their sub-consultant(s).

3.7. Project Plan & Schedule

The proposer shall include a detailed work plan and schedule for the project as generally outlined in Section 1 of this RFP. The work plan and schedule shall identify important and identifiable milestones for and within each phase of the Project. The schedule should be expressed in terms of days or weeks from the time the contract is signed rather than actual dates in the event an unanticipated delay occurs.

The proposer shall additionally provide a best-estimate of the entire project timeline from Notice to Proceed to Final Adoption of the comprehensive development plan document.

It is expected that the entire scope of services shall be performed within twenty-four (24) months of the consultant's receipt of the Notice to Proceed.

3.8. Understanding of Scope/Technical Approach

The proposer shall include a detailed synopsis of the project and professional services that would convey a clear understanding of the tasks that will be required to complete the project. This should be of sufficient detail to provide evidence that there is a clear understanding of the tasks and issues both identified herein as well as those that may be anticipated based on experience. The proposer shall provide evidence that they have invested sufficient time in reviewing the Scope of Services and Plan/Project elements and that the synopsis reflects a thorough, thoughtful and creative approach in design services implementation and that any proposed implementation methodology is sound and reliable.

3.9. Staff Resources

The proposer shall provide a summary of the experience and technological expertise of the staff that will be assigned to this project and describe the responsibilities and the role(s) that each of these individuals will contribute to the project. Firms with multiple offices shall additionally note which particular office from which each team members works. Full resumes of these individuals should be included in this section of the proposal. The project team's familiarity with the elements of the project scope and typically encountered or reasonably anticipated issues shall be important. This section shall also clearly define what items are understood by the consultant to be completed by city staff.

4. EVALUATION

4.1. Proposal Evaluation and Scoring

All submitted proposals will be evaluated and scored by the individual members of the proposal review team in accordance with the following point system and categories:

1. Compliance - 10 points are possible for compliance with the RFP and completeness of the proposal.
2. Experience/Staffing - 30 points are possible for the proposer's firm and/or team's staff availability and exhibited history and experience of the proposer's firm and/or team members individually and collectively in compiling a comprehensive development plan. The city will evaluate the proposed project team's experience and qualifications for providing the services described in this RFP, including the ability to provide service and technical support. Specific attention will also be paid to transportation planning experience, as well as to the team leader's specific experience. Up to five (5) points of the 30 will be available to firms that have completed comprehensive development plans in the State of Tennessee or the southeast region.
3. Understanding of Scope/Technical Approach - 30 points are possible for the proposer's demonstrated clear understanding of comprehensive development plan issues, challenges, opportunities and the specific objectives of the proposed plan elements including a thoughtful and creative approach and sound methodology associated with the tasks identified in this RFP.

4. Innovation and Community Engagement - 20 points are possible for demonstrated innovation in public outreach and community engagement.

5. Schedule - 10 points are possible based on reasonableness of schedule estimates and whether proposer can reasonably meet or exceed the schedule expectations for the plan. The proposal shall state whether or not existing contractual commitments of similar scope and priority are likely to have a negative impact on the proposer's ability to service a contract resulting from award under this RFP;

It is estimated that the city evaluation will result in a recommendation of an award of contract to the Board of Mayor & Aldermen within sixty (60) days.

4.2. Proposal Review Team

All proposals will be evaluated by a Consultant Evaluation Committee (CEC) comprised of City of Tullahoma Officials/Staff.

After a review of the proposals, the CEC may request additional information or, at the city's discretion, ask representatives of the Proposer to participate in an interview.

All proposals are subject to review by the City of Tullahoma's Attorney before they can be recommended for final approval.

The CEC will make a recommendation to the Tullahoma Planning Commission for their review and approval. That recommendation will then be forwarded to the Board of Mayor & Aldermen by the City Administrator and Planning & Codes Director. The Tullahoma Board of Mayor & Aldermen shall make the final decision on the consultant's contract.

4.3. Contract Negotiations One consultant will be selected for contract negotiations. Realizing that the final basis for agreement between the consultant and the City of Tullahoma must be a contract, firms must indicate their willingness to negotiate a contract acceptable to both parties. This RFP and specified portions of the consultant's proposal will be included in such a contract. The selected consultant will be required to execute a written contract for and by the city. The city may execute the firm's standard contract upon approval by the City Attorney. However, all proposals must contain a statement indicating the firm's willingness to accept a city-written contract. The firm must agree not to construe this against the city. All contracts must be approved by the Board of Mayor and Aldermen and the city reserves the right to cancel the project due to budgetary constraints.