

REQUEST FOR QUALIFICATIONS



TOWN OF THOMPSON'S STATION

to provide

Professional Consultant Services

for the

**Design and Construction Services
for Sarah Benson Park Phased Master Plan**

The Town of Thompson's Station is accepting Qualifications for the Sarah Benson Park Phased Master Plan Consulting Team. This submittal is for consultant qualifications only. Do not provide fees for this project.

Qualifications are to be-

Mailed to:

Town of Thompson's Station
Attn: Micah Sullivan – Community Development Planner
P.O. Box 100
Thompson's Station, TN 37179

Or hand delivered to:

Thompson's Station Town Hall
1110 Fountain View Boulevard
Thompson's Station, TN 37179

By November 15, 2024, at 2:00 pm.

Provide four (4) hard copies and one (1) electronic copy of your Qualifications as part of your Qualifications.

The Town of Thompson's Station may develop a short list from the submittals and selected consultants will be invited for a presentation and interview. It is anticipated that a contract will be negotiated with the selected firm.

SECTION I

GENERAL INFORMATION TO PROPOSERS

1.1 INTRODUCTION

This Request for Qualifications (RFQ) provides interested vendors with information to prepare and submit a Qualifications for consideration by the Town of Thompson's Station (Town) to satisfy its requirements for comprehensive and regulatory planning services. This RFQ process is intended to identify potential contractors with which the Town may, in its sole discretion, choose to enter into a contract for the proposed consulting services. It is expressly understood and agreed that the submission of a Qualifications does not require or obligate the Town to pursue a contract with any proposer. All negotiations are subject to the consideration and approval of the Town of Thompson's Station, which may, at its sole discretion, accept or reject any proposed contract.

1.2 DEFINITIONS

For the purposes of this RFQ, the following terms have the following meanings:

- a) **"Contract"** shall mean the agreement between the Town and vendor chosen as a result of this RFQ, which addresses the requested goods and services.
- b) **"Contractor"** shall mean the vendor or its assignee chosen by the Town to supply the requested goods and perform the requested services.
- c) **"Qualifications"** shall mean the written document submitted to the Town of Thompson's Station in response to this RFQ.
- d) **"Proposer"** shall mean an individual or business entity submitting a Qualifications in response to this RFQ.
- e) **"Town"** shall mean the Town of Thompson's Station, Tennessee

1.3 RFQ DOCUMENT

Information provided herein is intended solely to assist proposers in the preparation of their Qualifications. To the best of the Town's knowledge, the information provided is accurate. However, the Town does not warrant such accuracy, and any errors or omissions subsequently determined will not be construed as a basis for invalidating this RFQ.

1.4 PRIMARY CONTACT

The primary contact for this RFQ is:

Micah Sullivan, AICP
Community Development Planner
PO Box 100
Thompson's Station, TN 37179
Phone: (615) 794-4333
Email: msullivan@thompsons-station.gov

1.5 ADDENDA INTERPRETATIONS

If it becomes necessary to revise any part of this RFQ, a written addendum will be provided. The Town is not bound by any oral clarifications changing the scope of the work for this project. All addenda issued by the Town will become part of the official RFQ and will be mailed to all registered proposers based upon the contact information at the time of registration.

1.6 LABELING OF QUALIFICATIONS

All Qualifications must be submitted in a sealed envelope plainly marked, Sarah Benson Park Phased Master Plan Consulting Services Qualifications.

1.7 ASSIGNMENT OF CONTRACTUAL RIGHTS:

It is agreed that this contract must not be assigned, transferred, conveyed, or otherwise disposed of by either party in any manner, unless approved in writing by the other party. The firm or firms will be an independent service provider for all purposes and no agency, either expressed or implied, exists.

1.8 CONDITIONS OF QUALIFICATIONS SUBMITTAL

- a) The Qualifications must be signed by the project manager/contact and a duly authorized official for the proposing firm submitting the Qualifications.
- b) No Qualifications will be accepted from any persons, firm or corporation that is in arrears for any obligation to the Town, or that otherwise may be deemed irresponsible or unresponsive by the Board of Mayor and Aldermen or Town Staff.
- c) Only one Qualifications will be accepted from any person, firm, or corporation.
- d) All Qualifications shall be prepared in a comprehensive manner as to content, but no necessity exists for expensive binders or promotional material.

1.9 IDEMNITY:

The successful bidder agrees to defend, indemnify, and hold the Town harmless from any and all causes of action or claims arising out of or related to the bidder's performance on this project.

SECTION II

QUALIFICATIONS CONDITIONS

2.1 REJECTION OF QUALIFICATIONS

The Town reserves the right to reject, at any time and for any reason, any and all Qualifications received as a result of this RFQ. The Town's intent is to enter into a Contract as a result of this RFQ. However, if after reviewing the Qualifications received, the Town determines that the Town should not enter into any contract, or to enter into a partial or different contract from the contract contemplated by this RFQ, the Town will act in accordance with what the Town determines at that time to be in its best interest. No proposer or any other party has any entitlement, interest, or right in this decision by the Town, and by submitting a Qualifications, acknowledges the Town's right to exercise its discretion in this regard without any right of recourse by the proposer.

2.2 QUALIFICATIONS EVALUATION

Any Qualifications that has not met the completeness that is required, as set forth to this RFQ, may be rejected.

2.2.1 Review and Evaluation of Qualifications

All Qualifications will be reviewed and evaluated by the Community Development Planner or his designee(s) who shall recommend for selection the proposer whose Qualifications best meets the needs of the Town as provided in this RFQ. The Town may award with or without further discussions.

The Town will consider the proposer's experience and proposed approach to performing the work and will make the award decision based on the likelihood of successful and comprehensive completion of the work. This criterion will be evaluated by examining the entire Qualifications.

The Town reserves the right to consider other factors when evaluating Qualifications, when such consideration serves the goals and interests of the Town.

2.3 DISCLOSURE, OWNERSHIP OF QUALIFICATIONS CONTENTS, AND CONFIDENTIALITY

The Qualifications will become the basis for any contract entered into and will become subject to the Town's provision on public access to records and information.

To the extent a proposer includes any uniquely proprietary or confidential information in the Qualifications, the proposer must clearly and unequivocally mark such information. The Town will not reveal any such information to any third party, unless required to do so by law.

Proposers must agree to make no other distribution of their Qualifications beyond that made to the Town.

2.4 RFQ QUALIFICATIONS COSTS

The Town is not responsible for any costs or expenses incurred by any proposer in the preparation of the Qualifications, attendance at any conference, or meeting related to this RFQ. The Town is not responsible for payment of any amount to the selected proposer until a contract has been awarded and executed by the Town of Thompson's Station and the contractor has performed services pursuant to the contract that entitle the contractor to receive payment under the terms of the contract.

2.5 PROPOSER

The decision to award a contract will be made on the basis of the proposer's overall ability to perform and respond to the RFQ's requirements to prove a high level of competence. Special emphasis will be placed upon capabilities of the proposer's experience with completing the services requested.

2.6 SUB-CONTRACTORS

It is intended that a single contractor have total responsibility for the proposed work so as to assure a fully operational system. Therefore, any proposer desiring to use sub-contractor(s) must identify each on a document supplied as an attachment to the Qualifications and titled "Sub-Contractors". Include for each sub-contractor, their company's name, the company's principal owners, description of their involvement in the project, and qualifications for each aspect of the proposed solution they will be involved. The sub-contractor(s) cannot be changed after submission of the Qualifications except with the written approval of the Town.

The contractor is responsible for all actions, workmanship, performance, and payment for their sub-contractor(s).

2.7 RFQ PROCESS

2.7.1 RFQ Release

The RFQ will be publicly advertised and released in accordance with the applicable laws of the State of Tennessee and shall include the notification of the time and place when and where the RFQ is due. The RFQ may be obtained from:

Regina Fowler, Town Clerk
Thompson's Station Town Hall
1110 Fountain View Blvd
Thompson's Station, TN 37179
Office: (615) 794-4333
rfowler@thompsons-station.gov

An electronic copy may be obtained via email from the Town Clerk or downloaded from the Town's website at www.thompsons-station.gov.

2.7.2 RFQ Inquiries/Questions

All questions/inquiries must be submitted in writing via mail or email to the primary contact. The Town will review all inquiries received prior to the Qualifications submittal deadline and will post responses on the RFQ section of the Town's Website. During the review or preparation of the Qualifications, if a proposer discovers any errors, omissions or ambiguities within the RFQ, they should identify them in writing to the Town prior to the Qualifications submission deadline.

2.7.3 RFQ Revisions

Qualifications interpretations and addenda clarification may be issued to correct mistakes, answer questions, or resolve ambiguities during the Qualifications solicitation process. The Town shall address any change to or interpretation of this RFQ on the RFQ section of the Town's Website. Any such changes or interpretations shall become a part of this RFQ and may be incorporated into any contract awarded pursuant thereto.

2.7.4 Economy of Preparation

Qualifications should be prepared simply and economically, thereby providing a straightforward, concise description of the proposer's ability to meet the requirements of the RFQ. Submitted Qualifications shall not exceed 35 pages, including resumes and subcontractor information, but excluding cover sheet and table of contents.

2.7.5 Qualifications Withdrawal

The proposer may, at any time up to the Qualifications submission deadline date and time identified in the required RFQ schedule, withdraw their Qualifications. Withdrawal requests should be sent by email to the Town's primary contact. If the proposer desires to re-submit their Qualifications, it must be re-submitted by the Qualifications submission deadline as identified in the required RFQ schedule.

2.7.6 Proposer Interview

An interview may be needed if deemed by the Town. The Town Staff will notify proposers if an interview is necessary.

2.7.7 Required RFQ Schedule

Consultants interested in responding to this RFQ should submit four (4) hard copies and one (1) electronic copy of their Qualifications. Proposers must submit Qualifications no **later than 2:00 p.m. on November 15, 2024**, to:

Micah Sullivan
Community Development Planner
PO Box 100
Thompson's Station, TN 37179
Phone: (615) 794-4333
Email: msullivan@thompsons-station.gov

A recap of important dates relating to this Request for Qualifications are listed below:
Release of RFQ: October 15, 2024
Submission of Qualifications: November 15, 2024
Award of Contract: Winter 2025

2.8 RFQ QUALIFICATIONS CONTENT AND FORMAT

2.8.1 Qualifications Submission

The Town Community Development Planner must receive all Qualifications no later than the Qualifications submission date and time identified in the RFQ schedule. Qualifications may be mailed or hand-delivered, but in either case must be received and or postmarked by the specified date and time. **Late submittals shall not be considered.**

Qualifications must contain all required documentation as requested by this RFQ, otherwise the submittal will be considered non-conforming and will be disqualified. The proposer must supply four (4) hard copies of the Qualifications and one (1) electronic copy. The submittal container must bear the inscription: Sarah Benson Park Phased Master Plan Consulting Services Qualifications as well as the name and address of the proposer. The Qualifications shall be addressed to the attention of:

Town of Thompson's Station
Attn: Micah Sullivan - Community Development Planner
PO Box 100
Thompson's Station, TN 37179

The Town reserves the right to request additional information from any, all, or no proposers after submission.

Proposers shall distribute their Qualifications only to the Town Community Development Planner. One (1) RFQ Qualification must contain the original signature(s) of an official or officials authorized to bind the proposer to its provisions. Additionally, the authorized signature(s) must appear on company letterhead.

2.9 QUALIFICATIONS ORGANIZATION

Qualifications must be organized in the following order of sections:

Section 1 Transmittal Letter

The Qualifications must include the name, title, address, telephone number, and email address of one (1) or more individuals who will serve as proposer's contact for purposes of this RFQ. The proposer shall fully disclose details regarding its legal identity, i.e., corporation, partnership, etc.

Section 2 Proposer Qualifications

The proposer must describe its qualifications and experience in providing the work described in this RFQ. Experience should include relevant examples of performing similar or related services. This includes details as to the type of services and approximate dates

of service delivery. The proposer must submit three (3) references of similar engagements during the last four (4) years. The references must have had experience with the proposer similar in scope to those described in the RFQ. The proposer must name a contact person and contact information for whomever is responsible for the review at each provided reference.

The respondent shall provide a team organization chart, which lists the names of key personnel that will be assigned to this project along with a brief resume for each individual that describes their education and relevant professional work experience. Any subcontractors anticipated to be utilized to perform work on this planning project should be identified and brief resumes submitted. (Construction and vending contractors excluded)

The Town reserves the right to approve all persons assigned to the project.

Section 3 Project Understanding

The Qualifications should contain a detailed statement of the respondent's understanding of the scope of services required under Section III of this RFQ. The Qualifications should also contain an explanation of the respondent's ability to execute the requirements and achieve the objectives of this RFQ. The Qualifications shall address separately each of the major tasks or activities to be achieved.

Section 4 Milestone Schedule

The Qualifications should contain a milestone schedule for the completion of each major task as part of the Sarah Benson Park Phased Master Plan process, as described in the Project Understanding Section, above, and as required under Section III of this RFQ.

Section 5 Response to General Conditions

- a) **Qualifications Conditions or Limitations:**
Qualifications that set forth conditions or limitations to those set forth in the RFQ may be considered non-responsive and, therefore, may be rejected. Notwithstanding any other provision of this RFQ, the Town reserves the right to reject any or all Qualifications, to waive any defects or informalities, to negotiate with respondents, and to accept the Qualifications deemed to be in the best interest of the Town.
- b) **Qualifications Interpretations and Addenda**
Clarification may be issued to correct mistakes, answer questions, or resolve ambiguities during the Qualifications solicitation process. The Town shall address any change to or interpretation of this RFQ on the RFQ section of the Town's Website. Any such changes or interpretations shall become a part of this RFQ and may be incorporated into any contract awarded pursuant thereto.
- c) **Town's Right of Withdrawal of RFQ**
Notwithstanding any other provisions of this RFQ, the Town reserves the right to withdraw this RFQ at any time without prior notice.

SECTION III

REQUIREMENTS OF SERVICES

3.1 PURPOSE AND GENERAL SCOPE OF WORK

The Town of Thompson's Station adopted its first ever town-wide Parks Master Plan in the spring of 2024. The planning process began in 2022 with an RFP for consulting services and followed a detailed schedule of public engagement, concurrency studies of the Town's All Aboard Master Plan, numerous Board discussions, and ultimately, the Town Parks Advisory Board positive recommendation and Board of Mayor and Aldermen adoption of the Plan. Throughout the planning process, a resounding desire for new inclusive playgrounds and updated facilities at Sarah Benson Park was heard.

The Town of Thompson's Station is located in southern Williamson County, 30 miles from Nashville. The population has been increasing rapidly since 1990, with a significant increase from 2010 to 2012. As of the 2020 Census, the Town's population was 7,485, with an astonishing growth rate of 241% since 2010. At approximately 22 square miles in size, Thompson's Station is located between Franklin and Spring Hill, spreading widely east to west, and dissected by US-31 and US-431 Highways.

With direction from a newly adopted Parks Master Plan, Town Staff applied for the 2024 TDEC Local Parks and Recreation Fund Grant for improvements to Sarah Benson Park. Highlighting the needs for an age-appropriate inclusive playground, updates to the existing park facilities, and the appeal of outdoor fitness stations for teenagers and adults of all needs, the grant application clearly expressed the necessity of park enhancements and desires of the Town. The Town was awarded the LPRF Grant for the 2024 Cycle and the Town wishes to begin planning and development in the spring of 2025.

Continuing the process of planning, Town Staff is requesting SOQs from consulting firms familiar with park and landscape planning and construction services to develop and present a Master Plan for Sarah Benson Park. The qualifying firm will be responsible for the design and implementation of construction plans in accordance with Town's Park Master Plan and the 2024 LPRF Grant Project Scope. Staff will receive SOQs and present qualifying firms to Town Boards as outlined in this RFQ.

The 2024 Parks Master Plan provided recommendations for Sarah Benson Park including, but not limited to, replacing existing playground equipment and surfacing, expanding and relocating parking and drive aisles, and renovating existing buildings to create a unified aesthetic for the parks system. It is the priority of the Town to have these recommendations met in the Sarah Benson Park Master Plan. This Plan shall be development and presented to Town Staff, Town Parks Board, Town Planning Commission, and Board of Mayor and Aldermen for approval and acceptance.

The Sarah Benson Park Master Plan shall be designed as a two-phase construction project. While aspects of each phase will be dependent on the other, it is important to implement the LPRF Grant Project Scope elements into Phase 1. The approved Project Scope is as follows:

The Town of Thompson's Station desires to upgrade an existing playground, creating an inclusive and equitable environment for all members of our

community, including children and adults with disabilities. The park and playground will be designed and constructed with a focus on accessibility, ensuring that people of all abilities can enjoy the benefits of interacting in a safe and inclusive environment. The project will include the following key elements:

1. Modern Play Equipment: The upgraded playground will be moved from its existing location to a more centered area of the park, reducing the need for users to cross the main drive into the park. Outdated equipment will be considered surplus, with new play structures being added for uniformity and safety.

2. Accessible Equipment: The playground will be designed for the installation of a variety of inclusive play equipment that meets the needs of individuals with physical, sensory, and cognitive disabilities. This will include accessible swings, sensory play panels, inclusive musical stations, and outdoor exercise equipment designed to aid in mobility restrictions.

3. Safety Measures: The playground will be designed with safety in mind, including safe surfacing to minimize the risk of injuries, ramps and pathways for easy navigation, and clear signage to aid children with visual impairments.

4. Sensory Features: Sensory play is crucial for overall sensory development. It helps one to explore and understand their environment, develop their senses, and make sense of the world around them. Sensory parks provide a wide range of sensory experiences, such as tactile surfaces, textured materials, visual displays, and auditory elements, which help develop sensory processing skills.

5. ADA Compliance: The playground will be designed and constructed in full compliance with the Americans with Disabilities Act (ADA) guidelines to ensure universal accessibility.

In addition to meeting the LPRF Project Scope requirements, Phase 1 design and construction should include an updated drive aisle and increased adequate parking to facilitate safer access from vehicular travel ways to the playground, exercise equipment, and existing open recreation fields. Playground and exercise equipment, including surfacing and shade features, shall meet the requirements of the LPRF Grant Award requirements and all applicable safety standards.

Included in the Sarah Benson Park Master Plan, the design and construction of Phase 2 should include: updates to all other existing facilities to continue the unified aesthetics throughout the park, additional driveway access and increased parking stalls, and added open-air court space for multiple sports.

The following sets the Town's general expectations for the Sarah Benson Park Master Plan process:

Plan Development and Delivery

The awarded applicant for this RFQ will be expected to develop phased construction documents including landscape, playground, access, and general site design; engineered site plans for grading, utilities, parking, and new facility footprints; and necessary environmental studies and permitting. All plans shall be designed to meet all federal, state, and local requirements. The applicant shall meet with Town Staff regularly for planning and development and shall present a final plan to the Town Parks Board, Planning Commission, and Board of Mayor and Aldermen.

Construction Bid Management

Site Construction Bid Management – The awarded applicant for this RFQ will be expected to manage all site construction bids for Phase 1 of the Sarah Benson Park Master Plan per all local, state, and federal procurement regulations. Bid documents shall be produced, prepared for Town letting, and managed once obtained. Town Staff will assist in the distribution of bid materials and accepting complete bids prior to the set bid opening.

Playground Material Bid Management – The awarded applicant for this RFQ will be expected to manage playground and equipment bids for Phase 1 of the Sarah Benson Park Master Plan per all local, state, and federal procurement regulations. Bid documents shall be produced, prepared for Town letting, and managed once obtained. Town Staff will assist in the distribution of bid materials and accepting complete bids prior to the set bid opening.

Shading, Fencing, Miscellaneous Park Equipment, Surfacing Bid Management – The award applicant for this RFQ will be expected to manage all site shading, fencing, furniture and miscellaneous equipment, and surfacing bids for Phase 1 of the Sarah Benson Park Master Plan per all local, state, and federal procurement regulations. Bid documents shall be produced, prepared for Town letting, and managed once obtained. Town Staff will assist in the distribution of bid materials and accepting complete bids prior to the set bid opening.

Permitting

The awarded applicant for this RFQ will be expected to prepare documentation and apply for all federal, state, and local permitting required for Phase 1 of the Sarah Benson Park Master Plan.

Construction Engineering and Inspections

The awarded applicant for this RFQ will be responsible for project management meetings and updates; attend regularly scheduled meetings prior to and during construction; manage project administration; coordinate any field utility locations and contractor inquiries; provide construction inspections and field surveys; perform tests for quality assurance and acceptance; provide regularly scheduled reports; manage project construction closeout; and manage and report to Staff any change order requests

Grant Close Out Management

The awarded applicant for this RFQ will be expected to assist the town in finalizing any requirements of the TDEC LPRF Grant pertaining to work performed or contracted by the awarded applicant.

3.2 SPECIAL CLAUSES

Key Personnel

- a) The Contractor’s key personnel will be identified with specific roles and responsibilities included as required for the fulfillment of this Contract. Key personnel shall include one or more individuals who have extensive experience in community development. Key personnel include the Project Manager, employees with specialized expertise, and any subcontracted consultants designated to perform work. (Construction and vending contractors excluded)
- b) The Contractor’s Project Manager shall oversee the performance of services and shall be the primary point of contact for services performed under this Contract.

The Contractor's Project Manager shall be available to meet with the Town Administrator and/or the Town Planning Staff to discuss progress or problems as the need arises.