

City of Millersville
1246 Louisville Hwy
Goodlettsville, TN
37072



Request for Qualifications

Issued: 04/23/2024

Due: 05/7/2024

OVERVIEW

The City of Millersville is requesting statements of qualifications from engineering firms for on-going work for State Water Infrastructure Grants (SWIG) utilizing American Rescue Plan (ARP) Fiscal Recovery Fund grant

1. The Scope of Work includes assisting with various Planning, Design, and Construction Management activities related to Stormwater and Wastewater Utility Infrastructure.
2. Required Services: Utility Asset Management, Planning, and Design.

QUALIFICATIONS

The Proposer must show to the complete satisfaction of The City of Millersville that it has the necessary facilities, ability, and financial resources to provide the services specified herein in a satisfactory manner. The Proposer should also give a past history and references in order to satisfy The City of Millersville in regard to the Proposer's qualifications. The City of Millersville may make reasonable investigations deemed necessary and proper to determine the ability of the Proposer to perform the work, and the Proposer shall furnish to The City of Millersville all information for this purpose that may be requested. The City of Millersville reserves the right to reject any offer if the evidence submitted by, or investigation of, the Proposer fails to satisfy The City of Millersville that the Proposer is properly qualified to carry out the obligations of the contract and to complete the work described therein.

Evaluation of the Proposer's qualifications shall include:

- The ability, capacity, skill, financial and other necessary resources to perform the work or provide the service required;
- The ability to perform the work or provide the service promptly or within the time specified, without delay or interference;
- The character, integrity, reputation, judgment, experience, and efficiency of the Proposer, and;
- The quality of performance of previous contracts or services.

RESPONSE REQUIREMENTS

The City will receive statements of qualifications until 5/7/2024. Qualifications shall be submitted as a single PDF as an attachment via e-mail to Delores Farrell, Finance Director at DFarrell@cityofmillersville.com or mailed/delivered to 1246 Louisville Hwy, Goodlettsville, TN 37072, no later than the stated due date.

All responses must comply with the following Qualification Based Selection criteria and not include pricing: *TC.A. § 12-4-107(a) requires that design professionals for public projects in Tennessee be selected through qualifications-based selections ("QBS")*.

RESPONSE OUTLINE

Responses shall address the following points in order.

1. Firm Introduction

Provide general background information on the firm, its history, services offered in-house, and capabilities. For services not provided by the prime firm, include profiles for sub-consultant firms.

2. Relevant Experience

Provide examples of relevant experience in Stormwater and Wastewater Improvement projects.

3. Project Team

Outline the assigned project team utilizing an organization chart that demonstrates lines of communication and the names and titles of the project team for all the required services. Provide a single page resume for the principal-in-charge, the project manager/lead engineer. Provide general information on additional assigned staff.

4. Understanding & Approach to Delivering Professional Services

Outline the understanding of the community's needs and the approach to delivering the required services successfully.

5. Statement of conflicts

The statement should include conflicts, as well as any working relationships that may be perceived by disinterested parties as a conflict. If no potential conflicts of interests are identified, please state so.

TIMELINE

It is expected that the Grant Coordination and Management and Project Management process will begin in May of 2023

- RFP Issued: April 23, 2024
- RFP Responses due: May 7, 2024 by 4pm.
- Selection of Consultant: May 8, 2024

SELECTION CRITERIA

Proposals will be reviewed and evaluated by staff.

Criteria for evaluation will include:

- Proposal for accomplishing project tasks
- Capacity to perform the services within the established timeframe
- References