City of Spring Hill

Request for Qualifications
Buckner Lane Widening Project

July 11, 2019

Statement of Qualifications Due Date:
Thursday, August 1, 2019 at 2:00 pm CST
1. Background

The City of Spring Hill is seeking Statements of Qualification from professional engineering service companies interested in performing planning, surveying, geotechnical, environmental, design and construction document preparation work for the Buckner Lane Widening Project. The Buckner Lane widening project is a priority project contained in the City’s adopted 10-Year Capital Improvement Plan. A location map is provided below.

The proposed project will widen the existing 2-lane road from Duplex Road to Buckner Road to a 4-lane or 5-lane arterial street that includes accommodations for pedestrian and bicycle travel along the road corridor.
The project is anticipated to be constructed utilizing local City funding. Construction for the widening project should be substantially complete prior to the completion of the Buckner Road Interchange Project to be delivered as a design-build project managed by TDOT that is scheduled to be completed and operational by September 2025 or sooner. The Board of Mayor and Aldermen has appropriated funding for engineering design services. The City of Spring Hill will provide administrative oversight during all phases of design procurement, and construction. The successful firm may be asked to receive public input from residents, developers and others as the design milestones are met.

2. Project Description

In May 2014 the City of Spring Hill initiated a technical study of the Buckner Lane corridor from Duplex Road to Thompsons Station Road to evaluate the feasibility and costs associated with widening Buckner Lane from two lanes to five lanes including performing a preliminary traffic analysis based upon traffic counts and turning movements. A copy of the completed study has been included as a reference document to the Request for Qualifications. The results of the operational analysis of the corridor including major intersections concluded the construction of either build alternative significantly improved operational performance along the corridor, especially in consideration of the anticipated construction of the Buckner Road interchange project. The study also evaluated two different alignment options: symmetric widening of the existing roadway and asymmetric widening of the existing roadway. Pedestrian and bicycle accommodations were also explored.

Specifically, each design alternative was analyzed from various perspectives including constructability and construction cost, right-of-way requirements, utility relocation, vehicle and pedestrian safety, overall design character, and projected yearly maintenance. The symmetric alignment alternative utilized the existing alignment and roadway profile to a greater extent while the asymmetric alignment alternative shifts the alignment along the corridor to either side of the existing alignment and roadway profile to minimize impacts to adjoining property. The symmetric alignment was determined to require less right-of-way and at a lower construction cost in comparison to the asymmetric alignment alternative but, as noted in the study the asymmetric alignment minimizes impact to adjacent properties by moving the majority of the road widening to one side or the other of the roadway.

The selected engineering consultant will consider both design alternatives as provided in the preliminary study in preparing design plans for the Buckner Lane widening project. The consultant will provide proven strategies on project delivery to ensure timely and cost-effective construction including phased delivery methodologies for the widening project while allowing the existing road corridor to remain functional and operational during construction.
3. **Engineering Services**

The requested engineering services and responsibilities may include, but are not limited to the following:

a. Detailed topographic survey as necessary for planning and design of the project;

b. Locate and/or establish property and easement boundaries;

c. Right-of-way acquisition and construction easement surveys, preparation of plats and legal descriptions, right-of-way and easement staking, and assistance right-of-way and easement acquisition (as required);

d. Perform updated traffic analysis including analysis of traffic counts and accident data;

e. Prepare intersection design studies including signalization;

f. Soil and pavement investigations as necessary to determine roadway structural design;

g. Preparation of detailed plans and specifications for construction;

h. Preparation of contract proposal and all necessary bidding documents;

i. Preparation of estimate of probable cost at various design milestones (30%, 60% and 95%);

j. Preparation of estimate of time;

k. Prepare construction phasing strategies;

l. Design submission for City review at 30%, 60% and 95% design;

m. Preparation of all necessary post letting plan revisions (as required);

n. Coordination and meetings with City, utility providers, and other entities;

o. Preparation of utility location and relocation plans (as required);

p. Coordination of a minimum of three (3) public meetings at select milestones in design schedule including a public project kick-off meeting as well as periodic briefings with City’s Transportation Advisory Committee (TAC) and Board of Mayor and Alderman;

q. Preparation of traffic control plans;

r. Preparation of record drawings;

s. Obtain environmental and all other necessary permits (as required);

t. Adherence to all applicable City regulations and standards, Manual for Uniform Traffic Control Devices, and other applicable standards and specifications; and

u. Construction engineering inspection services (optional).

4. **Minimum Qualifications**

Only those firms or consultant teams which meet the following minimum qualifications will be considered for selection.

a. Licensed to practice as a Professional Engineer (other design disciplines as may be required) in the State of Tennessee;

b. Registered and authorized to do business in the State of Tennessee;

c. At least one principle or responsible member of the firm(s) shall have a minimum of ten (10) years’ experience in responsible charge of the field or fields involved.
5. **Evaluation Criteria**

City staff will review the Statement of Qualification received from each proposer. Criteria for evaluation of Statements of Qualification include:

a. Qualifications and availability of personnel and subconsultants  
b. Project understanding and responsiveness to project description  
c. Project Approach and Methodology  
d. Prior relevant experience with projects of a similar size and complexity  
e. Past record of performance with the City of Spring Hill

Once the interviews are complete, City staff will select the most qualified consultant for further contract negotiations on scope of services and price.

All proposals become the property of the City of Spring Hill upon submission. The cost of preparing, submitting and presenting a proposal is the sole expense of the consultant. The City of Spring Hill reserves the right to reject any and all proposals received as a result of this solicitation, to negotiate with any qualified source, to waive any formality and any technicalities or to cancel the RFQ in part or in its entirety if it is in the best interest of the City. This solicitation of proposals in no way obligates the City to award a contract.

The consultant team deemed most qualified to provide the required services will submit to the Board of Mayor and Aldermen for consideration a Professional Services Agreement for the Buckner Lane Widening Project.

6. **Submittals**

The following minimum information shall be provided in the Statement of Qualifications.

**Project Team**
- Name of firm indicating contact person for the firm including address, email and telephone/fax information.  
- Key staff member resumes, with a maximum of one page per staff member.  
- Listing of current commitments of firm and key staff members.  
- Possess a professional license to practice engineering in the State of Tennessee.  
- Listing of proposed subconsultants and their role in the project  
- Organizational chart of project team illustrating primary role(s) in project.

**Methodology/Approach**
- Summary of design approach/methodology utilized to complete project including strategies for public engagement and quality assurance/quality control.  
- Cost control approach including a listing of recent projects completed within budget and on schedule.  
- Strategies for delivering fast-track and/or multi-phase construction delivery while keeping existing road network functioning and operational.  
- Critical path or milestone schedule illustrated in a Gantt-style format with brief description of critical path or milestone steps.
Relevant Project Experience

- Listing of a minimum of five (5) projects of similar scope and magnitude completed by the firm within the last five (5) years, including reference contact information.

Statements of qualification must be received by **2:00pm CST on Thursday, August 1, 2019**. The Statement of Qualification submittal shall not exceed a total of fifteen (15) pages in double-sided format or thirty (30) pages in single-sided format excluding a cover letter that shall not exceed one (1) page, page dividers, and cover.

Statements of Qualification that do not adhere to these submittal requirements will be considered non-responsive. Proposals received after the deadline will not be accepted. Faxed or emailed proposals will not be accepted. **DO NOT INCLUDE PRICE INFORMATION IN YOUR STATEMENT OF QUALIFICATIONS.** Selection will be based on qualifications first.

Three (3) original copies and one (1) digital/electronic (PDF) copy of the Statement of Qualifications shall be submitted to:

“Statement of Qualifications – Buckner Lane Widening Project”
April Goad, City Recorder
199 Town Center Parkway
P.O. Box 789
Spring Hill, TN 37174

A non-mandatory RFQ pre-submittal meeting will be hosted by City staff on Wednesday, July 17, 2019 at 2:00pm CST at Spring Hill City Hall located at 199 Town Center Parkway.

Questions regarding the RFP should be directed to Chip Moore, Infrastructure Director, City of Spring Hill, at (931) 486-1265 (Ext 487) or via email at cmoore@springhilltn.org or Chuck Downham, Assistant City Administrator, City of Spring Hill, at 931-486-2252 (Ext. 257) or via email at cdownham@springhilltn.org. The City will maintain a list of questions and answers for periodic distribution in the form of an addendum published on the City’s website. Questions will be accepted through Friday, July 26, 2019 to ensure that all parties have adequate time to review the answers. Proposals must be hand or USPS (using P.O. Box 789 for USPS) or courier delivered to City Hall located at 199 Town Center Parkway, Spring Hill, Tennessee, 37174.

7. **Tentative Schedule**

The following tentative schedule is anticipated for contract award for this project.

- **RFQ Issued**
  - July 11, 2019
- **RFQ Pre-Submittal Conference**
  - July 17, 2019
- **Statement of Qualifications Due**
  - August 1, 2019
- **Interviews (if required)**
  - August 13, 2019
The design schedule will be finalized during contract negotiations with selected firm.

8. **City Responsibilities**

The City of Spring Hill will perform or provide the following for the selected firm.

a. The City will make available digital files of aerial photographs, contours and basic topography, and water and sanitary sewer utilities from the City’s GIS.

b. The City will provide digital copies of construction plans and subdivision plat instruments as the City may have on file for existing infrastructure and property boundaries within the project limits.

c. The City will provide existing data including past studies for use in the design.

d. The City will attend design meetings to be held at the City of Spring Hill (location to be determined). During each meeting, key elements of the project shall be identified including progress, schedule, submittal review, cost estimating, and other design related considerations.

9. **Equal Employment Opportunity**

The City of Spring Hill, Tennessee does not discriminate administering any of its programs and activities. The consultant(s) awarded the contract for professional design services for this project will be required to assure that no person shall be denied employment or fair treatment, or in any way discriminated against on the basis of race, sex, religion, age, national origin, or disability.